DOCUMENT RESUME

ED 330 354 IR 053 518

AUTHOR Brancolini, Kristine
TITLE Audiovisual Policies in ARL Libraries. SPEC Kit 162.
INSTITUTION Association of Research Libraries, Washington, D.C. Office of Management Studies.
PUB DATE Mar 90
NOTE 148p.
AVAILABLE FROM Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Avenue, NW, Washington, DC 20036 ($30.00 prepaid).
PUB TYPE Collected Works - General (020)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Academic Libraries; *Audiovisual Aids; Higher Education; *Library Collection Development; Library Materials; *Library Services; Library Surveys; *Nonprint Media

ABSTRACT

The Systems and Procedures Exchange Center (SPEC) surveyed 108 Association of Research (ARL) member libraries in the spring of 1990 to obtain information on their collections of audiovisual materials and related support services. This SPEC kit provides the survey results and identifies factors related to the development of audiovisual (AV) collections and services. In addition, the kit contains examples of brochures and fact sheets, circulation and fine policies, collection development and selection policies, and reserve policies and procedures from the following universities: Arizona, California (Berkeley), Duke (North Carolina), Hawaii (Manoa), Illinois, Indiana, Iowa, Maryland, Michigan State, New York, Northwestern (Illinois), Princeton (New Jersey), Purdue (Indiana), Rutgers (New Jersey), Stanford (California), Texas (Austin), Texas A&M, Utah, Virginia, Virginia Polytechnic, Washington, Wayne State (Michigan), and York. The results of the survey indicate whether the libraries (n=72) collect the audiovisual materials, the types of AV materials collected, the purposes of the AV collections, examples of staff allocation, budgets and expenditures, alternative means of AV materials acquisition, and AV policies and collection services. It is noted that two factors relate significantly to the development of audiovisual collections and services: libraries with a separate audiovisual staff tend to have more policies and engage more frequently in potentially money saving means of acquiring audiovisual material; and libraries with a separate audiovisual budget spent statistically higher amounts on audiovisual materials in 1988/89 than libraries without a separate budget, regardless of the size of the university or library. (MAB)

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March 1990 OMS

Systems and Procedures Exchange Center

ISSN 0160 3582

SPEC KIT

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Audiovisual Policies in ARL Libraries

Kit 162

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#162 - March 1990
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AUDIOVISUAL POLICIES IN ARL LIBRARIES

by Kristine Brancolini
Head of Media Services
Indiana University Library

INTRODUCTION

For 20 years librarians have struggled with the integration of audiovisual materials into the collections of academic research libraries. While some ARL member libraries had established specialized nonprint collections to support instruction in art, music, and the medical sciences, by 1977 few reported collecting audiovisual materials to support the general undergraduate and graduate curriculum. Because academic research libraries had been slow to adopt audiovisual formats, most research institutions had established these collections, particularly film collections, in separate audiovisual libraries.

A recent trend indicates that libraries are beginning to assume this responsibility. In the past two years libraries have absorbed campus film and video libraries at two research institutions. Nearly half of the 68 libraries with audiovisual collections responding to a SPEC survey, developed by the ACRL Audiovisual Committee and conducted in the spring of 1990, reported that they share responsibility for collecting audiovisual materials with other campus administrative units.

Since 1977, the number of academic research libraries with general audiovisual collections has increased from 50 percent to 94 percent. More importantly, libraries are beginning to plan more effectively for audiovisual collections. SPEC Kit #162, *Audiovisual Policies in ARL Libraries*, provides examples for librarians who wish to develop audiovisual policies or revise existing policies and identifies factors related to the development of audiovisual collections and services.

SURVEY RESULTS

The SPEC survey, focusing on audiovisual materials and support services, was sent to all members of the Association of Research Libraries in the spring of 1990. Responses from non-academic research libraries and from six academic libraries were eliminated from the analysis because these libraries have no central audiovisual services. Their responses could not be compared with libraries offering a central service.

The following results are based upon 72 responses from 108 academic research libraries, a response rate of 67 percent. Of the 72 respondents, 68 (94%) reported that the library does collect audiovisual materials; 4 (6%) reported that they do not. All four libraries without audiovisual collections reported that another unit on campus collects audiovisual materials. Figures for total size of audiovisual collection were reported by respondents. Some libraries counted only those audiovisual materials held in central collections, excluding subject-specific or professional collections. Some libraries counted all audiovisual materials, regardless of how the collection is funded or where it is housed. Most respondents did not specify which collections were included in the count and which were collections were excluded.

Types of Materials Of the 68 libraries with audiovisual collections more than half collect audiocassettes (62; 91%), audio compact discs (46; 68%), computer software (35; 51%), films (41; 60%), phonodiscs (53; 78%), slides (47; 69%), videocassettes (64; 94%), and videodiscs (39; 57%).

Purposes of AV Collections Academic research libraries acquire audiovisual materials for a variety of purposes: 62 (91%) in support of classroom instruction, 59 (87%) in support of individual student use, 61 (90%) in support of research, 44 (65%) for library or campus staff training; and 27 (40%) for use by the general public. Other purposes reported include for archival preservation, for film series exhibition, for nationwide rental, and for student teachers' use.

On many campuses another academic unit has responsibility for some aspect of audiovisual collection-building or shares responsibility with the library. Of the 52 libraries responding "No" to any of the collection purposes noted above, 16 (31%) reported that another campus unit has responsibility for purchasing audiovisual materials for that purpose. Of all 68 libraries with audiovisual collections, 31 (46%) reported that they share responsibility for at least one of these activities with another campus unit.

Separate AV Staff One question asked about the existence of a separate staff with responsibility for audiovisual materials in the library and their areas of involvement. Forty-six libraries (68%) have a separate audiovisual staff involved in the following areas: 37 (80%) in selection, 26 (38%) in acquisitions, 31 (46%) in budget management, and 46 (100%) in public service.

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Association of Research Libraries, Office of Management Services,
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036. Telephone (202) 232-8656.

Budgeting and Expenditures The acquisitions budgets ranged from $1,330,069 to $6,500,000, with a mean of $3,592,287 and a median of $3,451,019. Thirty-nine libraries (57%) have a separate fund set aside for acquiring audiovisual materials.

For the 39 libraries with a separate audiovisual budget, the amounts budgeted during 1988/89 ranged from $1,000 to $142,000, with a mean of $39,181 and a median of $32,000. The total amount budgeted was $1,528,053.

For the 29 libraries without a separate audiovisual budget, the estimated total annual expenditures ranged from $1,000 to $150,000, with a mean of $23,590 and a median of $12,591. Thirty-five libraries (51%) use other funds or sources of support for the acquisition of audiovisual materials. The most frequently cited sources include academic departments or schools, book funds (for libraries with a separate audiovisual fund), gifts or donations, and grants.

Alternative Means of Acquisition In addition to the purchase of pre-recorded audiovisual materials by individual libraries, some libraries engage in alternative means of acquiring audiovisual materials, particularly computer software, films, and videocassettes. Twelve libraries (18%) lease audiovisual materials. Sixteen libraries (24%) rent audiovisual materials. Thirty-one libraries (31%) purchase site or blanket licenses. Twenty-three libraries (34%) videotape off-air or off-satellite. Fifteen libraries (22%) enter into other similar agreements. The other agreements related to acquisition of materials include archival deposit agreements with television and radio stations, the purchase of duplication rights, and the purchase of materials through a consortium.

AV Policies & Collection Services Respondents were asked to indicate whether or not their libraries have a variety of separate written audiovisual policies. Of the 68 libraries with audiovisual collections, 55 (81%) have at least one separate written audiovisual policy. Twenty-four libraries (35%) have a separate written collection development policy. Fifteen libraries (22%) have a separate written selection policy. Two libraries (3%) have a separate written weeding policy. Fifty-five libraries (81%) have special circulation policies or limitations on the circulation of audiovisual materials. Fifty-four libraries (79%) operate an audiovisual reserve service for either the library's materials or materials owned by departments and instructors.

Twelve libraries (18%) reported charging user fees for a variety of services. The most frequently cited user fees were handling or rental fees for campus users of materials, handling or rental fees for non-campus users of materials, and fees for production services.

Conclusions The results of the SPEC survey indicate that two factors relate significantly to the development of audiovisual collections and services, as measured by the existence of audiovisual policies, alternative means of acquiring audiovisual materials, and the amount of budget or expenditures for audiovisual materials.

First, libraries with a separate audiovisual staff have more policies and more frequently engage in potentially moneysaving means of acquiring audiovisual materials. An examination of the documents received suggests that a librarian should be part of this staff. The most complete policies and the most extensive services are found at the libraries with an audiovisual librarian.

Second, libraries with a separate audiovisual budget spent statistically higher amounts on audiovisual materials in 1988/89 than libraries without a separate budget. Regardless of size of the university or the library, libraries that allocate money for the purchase of audiovisual materials expend more than libraries that do not establish a separate fund.

ISSUES AND TRENDS

As younger faculty have entered research institutions, resistance to the use of audiovisual materials in the classroom has diminished. The Public Broadcasting Service (PBS) has been instrumental in exposing faculty to the wide array of educational programming available at the undergraduate and graduate levels. Faculty have begun to accept that video offers unique instructional and research possibilities in many disciplines. Performances on video have become essential source materials in research and instruction in drama and dance. In addition to documentary materials, feature films on video have won wide acceptance in the study of foreign languages and culture, history and political science, and sociology.

The major obstacle to the establishment and development of significant audiovisual collections in academic research libraries continues to be the fear that these collections will divert funds from the print research collections. Even in those libraries with established video collections--the most popular and rapidly growing audiovisual format--expenditures lag far behind those for print materials and microforms. In addition to print materials, audiovisual collections must now compete with CD-ROM products for funding. Ironically, the high cost of these databases have forced libraries to deal with incorporating a new technology into the traditional funding patterns of research libraries, but there are fewer dollars to accommodate purchases in all formats.

The proliferation of CD-ROM products will force libraries to deal with prices significantly higher than the typical monograph or serial. Although video prices continue to exceed the price of a typical monograph, major distributors of educational video have drastically reduced their prices during the past four years, enabling libraries to purchase more than a handful of programs per year. This development has been offset by the overwhelming demand for home video, particularly feature film on video, for both research and instruction. Until audiovisual collections receive a higher percentage of overall acquisitions budgets, they will continue to represent a fraction of the available materials in support of undergraduate and graduate teaching and research.

***

This flyer/kit was prepared in collaboration with the ACRL Audiovisual Committee as part of the OMS Collaborative Research/Writing Program.

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SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036
202-232-8656 FAX 202-462-7849

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Officer for Information Services
Kristine Brancolini, Head, Media Services, Indiana University

DATE: 22 March 1990

SUBJ: SPEC Survey and Call for Documents – Audiovisual Policies In Research Libraries

---

SPEC Survey – Audiovisual Policies In Research Libraries

Name: ______________________ Title: ______________________

Institution/Library: ______________________

Telephone: ______________________

Directions: All figures requested are for **fiscal year 1988/89**. If you supply figures from another time period, please indicate that time period.

1. Number of full-time equivalent (FTE) students ______
2. Total size of your library's collection: ______ titles ______ volumes/pieces
3. Does your library collect audiovisual materials?

   ______ Yes If **Yes**, please go to question #5 and complete the rest of this questionnaire.

   ______ No If **No**, please go to question #4.

4. Does another unit on campus collect audiovisual materials?

   ______ Yes If **Yes**, please describe below:

   ______ No Thank you for completing this questionnaire. Please turn to back page for return address.

10

5a. Total size of your library's audiovisual collection: ______________titles ___________vols/pieces

5b. Check materials included in your collection:

______ art/study prints
______ audiocassettes
______ audio compact discs
______ computer software
______ filmloops
______ filmstrips
______ flashcards
______ games
______ kits
______ models
______ motion picture films (8mm and/or 16mm)
______ overhead transparencies
______ phonodiscs
______ posters
______ realia
______ reel-to-reel audiotapes
______ sculpture
______ slides/slide sets
______ videocassettes
______ video discs
______ Other. Please specify:

6a. For what purposes does your library acquire audiovisual materials?

In support of classroom instruction ______ Yes ______ No
In support of individual student use ______ Yes ______ No
In support of research ______ Yes ______ No
For library/campus staff training ______ Yes ______ No
For use by the general public ______ Yes ______ No

Other. (Please describe.)

6b. If any answer in 6a is **No**, is there a separate campus unit charged with these responsibilities? ______ Yes Unit Name: ______________
Please describe unit's responsibilities:

______ No

6c. Does your library share responsibility for any of these activities with another campus unit?
______ Yes Unit Name: ______________
Please describe shared responsibility below:

______ No

7. Does your library have a separate staff for managing audiovisual **materials**?

______ Yes ______ No

If **Yes**, is this staff involved in:

Selection ______ Yes ______ No
Acquisitions ______ Yes ______ No
Budget management ______ Yes ______ No
Public service ______ Yes ______ No

8. Size of your library's total acquisition budget $__________

9. Does your library have a separate fund or funds set aside for acquiring audiovisual materials? ______ Yes ______ No

If **No**, how are such materials paid for? Please describe below:

10. Size of your library's acquisition budget for audiovisual materials $____________

If there is no separate audiovisual acquisition budget, please estimate total annual expenditures for these materials. $________

11. Does your library use any other funds or sources of support for the acquisition of audiovisual materials? ______ Yes ______ No

If **Yes**, please describe below:

12. Does your library engage in any of the following practices (check all that apply):

Lease (long-term) audiovisual materials ______ Yes ______ No
Rent (short-term) audiovisual materials ______ Yes ______ No
Purchase site or blanket licenses ______ Yes ______ No
Videotape off-air or off-satellite ______ Yes ______ No
Enter into other similar agreements ______ Yes ______ No

If **Yes** to any of the above, please describe below and **ENCLOSE DOCUMENTS**.

13. Does your library have a separate written collection development policy for audiovisual materials? ____ Yes If **Yes**, please describe below and **ENCLOSE DOCUMENTS**:
______ No

14. Does your library have a separate written selection policy for audiovisual materials?

______ Yes If **Yes**, please describe below and **ENCLOSE DOCUMENTS**:
______ No

15. Does your library have a separate written weeding policy for audiovisual materials?

______ Yes If **Yes**, please describe below and **ENCLOSE DOCUMENTS**:
______ No

16. Does your library have special circulation policies or limitations on the circulation of audiovisual materials?

______ Yes If **Yes**, please describe below and **ENCLOSE DOCUMENTS**:
______ No

17. Does your library operate an audiovisual reserve service for either your own materials or materials owned by departments and instructors?

______ Yes If **Yes**, please describe below and **ENCLOSE DOCUMENTS**:
______ No

18. Does your library charge any user fees for audiovisual collections or services?

______ Yes If **Yes**, please describe below and **ENCLOSE DOCUMENTS**:
______ No

COMMENTS:

PLEASE ENCLOSE ANY SAMPLE DOCUMENTS DEALING WITH AUDIOVISUAL MATERIALS

Please return your completed questionnaire and accompanying documents by April 20, 1990 to: Audiovisual Policies, Kristine Brancolini, Head, Media Services, Main Library W101A, Indiana University, Bloomington, IN 47405. You may fax responses to 812-855-8229. If you have any questions about the survey, please feel free to contact Kristine Brancolini at 812-855-1652 or via Bitnet BRANCOLI@IUBACS.

RESULTS OF SPEC SURVEY

SPEC Survey -- Audiovisual Policies In Research Libraries

Directions: All figures requested are for **fiscal year 1988/89.** If you supply figures from another time period, please note the time period.

NAME AND TITLE ______________________________

LIBRARY/INSTITUTION

______________________ PHONE (_____) ______________

1. Number of full-time equivalent (FTE) students ____________
   72 responses: Range 5,957 - 68,572; Mean 24,914; Median 24,022

2. Total size of your library's collection ____________ titles
   Not analyzed due inconsistent reporting practices.
   ____________ volumes/pieces
   72 responses: Range 158,010 - 7,561,615; Mean 2,642,520; Median 2,191,709

3. Does your library collect audiovisual materials? 68 Yes 4 No

   If YES, please go to question #5 and complete the rest of this questionnaire.

   If NO, please go to question #4.

4. Does another unit on campus collect audiovisual materials? 4 Yes 0 No

   If YES, please describe below.

   Thank you for completing this questionnaire. Please turn to page 4 for directions where to return the survey.

5a. Total size of your library's audiovisual collection:

   ____________ titles
   25 responses: Range 218 - 28,000; Mean 8,214; Median 5,650
   ____________ volumes/pieces
   50 responses: Range 1,500 - 3,671,372; Mean 174,479; Median 22,139

5b. Check materials included in your collection:
68 responses

11 art/study prints
62 audiocassettes
46 audio compact discs
35 computer software
17 filmloops
17 filmstrips
6 flashcards
12 games
28 kits
9 models
41 motion picture film (8mm and/or 16mm)

15 overhead transparencies
53 phonodiscs
12 posters
9 realia
36 reel-to-reel audiotapes
3 sculpture
47 slides/slide sets
64 videocassettes
39 video discs

____Other (Please specify:)

10 photographs

6a. For what purposes does your library acquire audiovisual materials?
68 responses

In support of classroom instruction	62 Yes	6 No
In support of individual student use	59 Yes	9 No
In support of research	61 Yes	7 No
For library/campus staff training	44 Yes	24 No
For use by the general public	27 Yes	41 No

Other (Please describe):
(2) For archival preservation
(1) For film series exhibition
(2) For nationwide rental
(1) For student teachers to use in school classrooms

6b. If any answer is NO, is there a separate campus unit charged with these responsibilities?
52 responses
16 Yes Unit Name: ____________________
Please describe unit's responsbilities:

36 No

6c. Does your library share responsibility for any of these activities with another campus unit?
68 responses
31 Yes Unit Name:
Please describe the shared responsibilty below:

37 No

7. Does your library have a separate staff for managing audiovisual **materials**?
68 responses 46 Yes 22 No

If YES, is this staff involved in:
46 responses

Selection	37 Yes	9 No
Acquisitions	26 Yes	20 No
Budget management	31 Yes	15 No
Public service	46 Yes	0 No

8. Size of your library's total acquisition budget ____________
62 responses: Range $1,330,069 - $6,500,000; Mean $3,592,287; Median $3,451,019

9. Does your library have a separate fund or funds set aside for acquiring audiovisual materials?
68 responses 39 Yes 29 No

If NO, how are such materials paid for? Please describe below.

10. Size of your library's acquisition budget for audiovisual materials ____________
39 responses: Range $1,000 - $142,000; Mean 39,181; Median 32,000

If there is no separate audiovisual acquisition budget, please estimate total annual expenditures for these materials. ____________
17 responses: Range $1,000 - $150,000; Mean 23,590; Median $12,591

11. Does your library use any other funds or sources of support for the acquisition of audiovisual materials?
68 responses 35 Yes 33 No

If YES, please describe below.
(10) Academic departments and/or schools
(11) Book funds
(4) Endowments
(1) Exchange
(8) Gifts or donations
(7) Grants
(1) Revenues generated from the rental of films and videos
(1) Tuition surcharge to support computer software and hardware

12. Does your library engage in any of the following practices (Check all that apply):
68 responses

Lease (long-term) audiovisual materials	12 Yes	56 No
Rent (short-term) audiovisual materials	16 Yes	52 No
Purchase site or blanket licenses	21 Yes	47 No
Videotape off-air or off-satellite	23 Yes	45 No
Enter into other similar agreements	15 Yes	53 No

If YES to any of the above, please describe below and enclose documents.

Similar agreements:
(1) Archival deposit agreements with televsion and radio stations
(4) Purchase duplication rights
(1) Purchase through a consortium

13. Does your library have a separate written collection development policy for audiovisual materials?
68 responses __24__ Yes __44__ No

If YES, please describe below and enclose documents.

14. Does your library have a separate written selection policy for audiovisual materials?
68 responses __15__ Yes __53__ No

If YES, please describe below and enclose documents.

15. Does your library have a separate written weeding policy for audiovisual materials?
68 responses __2__ Yes __66__ No

If YES, please describe below and enclose documents.

16. Does your library have special circulation policies or limitations on the circulation of audiovisual materials?
68 responses __55__ Yes __13__ No

If YES, please describe below and enclose documents.

17. Does your library operate an audiovisual reserve service for either your own materials or materials owned by departments and instructors?
68 responses __54__ Yes __14__ No

If YES, please describe below and enclose documents.

18. Does your library charge any user fees for audiovisual collections or services?
68 responses 12 Yes 56 No

If YES, please describe below and enclose documents.

(1) Fees for extensive research use of the satellite services
(3) Handling or rental fee for campus users (materials)
(6) Handling or rental fee for non-campus users (materials)
(1) Use of facilities for non-campus users (building or equipment)
(1) Use of facilities for campus users (building or equipment)
(3) Production services

COMMENTS:

PLEASE ENCLOSE ANY SAMPLE DOCUMENTS DEALING WITH AUDIOVISUAL MATERIALS

Please return your completed questionnaire and accompanying documents by April 20, 1990 to: Audiovisual Policies, Kristine Brancolini, Head, Media Services, Main Library W101A, Indiana University, Bloomington, IN 47405. You may fax responses to 812-855-8229. If you have any questions about the survey, please feel free to contact Kristine Brancolini at 812-855-1652 or via Bitnet BRANCOLI@IUBACS.

BROCHURES AND FACT SHEETS

University
of
Hawaii
at
Manoa

University
Libraries
Guide

Number 133

University of Hawaii

WONG AUDIOVISUAL CENTER
SINCLAIR LIBRARY

The Wong Audiovisual Center is located on the third floor of Sinclair Library. Hours of service are posted at the entrance to the Center or call 948-7438 after hours.

COLLECTIONS

The Center contains extensive collections of videotapes (including feature films on video), 16mm films, phonodiscs, compact discs and audiocassettes. Filmstrips, kits, 35mm slides and videodiscs are also available. Special effort is being made to create a comprehensive collection of audiovisual materials on Hawaii and the Pacific. Unique materials include the *Video Encyclopedia of the Twentieth Century* and a large sound effects collection on compact disc.

CIRCULATION POLICY

UH Manoa faculty, students, and staff (including East-West Center Staff) may check out media for two days (Exception: Phonodiscs may be used only in the Center).

To use materials in the Center you must have a current, activated ID (UH Manoa, Community College, East-West Center, Community Card). Loan period is three hours.

Because they are so heavily used, films and videos reserved for classroom showings should be picked up and returned on the day they are used.

Community Card holders may use AV Center equipment only when they are using media from the Center's collection. The AV Center may ask community users to relinquish the use of equipment when demand by UH users requires it.

Fines for overdue materials (50 cents per day per item) are automatically charged to all borrowers.

Films and videos are available for loan to institutions other than the University of Hawaii for a charge. Please call the AV Center for details.

Telephone: 948-8009

UNIVERSITY
LIBRARIES

Prepared by: Linda Engelberg, August 1989

EQUIPMENT

Equipment available for use in the Center includes videocassette players (VHS, U-matic, Beta), 16mm film projectors, videodisc players, phonographs, audiocassette and compact disc players, units for viewing synchronized cassette and slide kits, filmstrip viewers with cassette players, electronic piano keyboards, high speed monaural audio tape duplicators.

Television receivers are available for viewing CNN (Cable News Network) and Public Television (Channel 11)

One individual or a group of up to six persons may watch films, videotapes, or television at the same viewing station.

Equipment is not loaned from the Center.

RESERVATIONS

The use of films and videotapes does not require advance notice. Users, however, may make reservations to ensure the availability of equipment and media. Reservations must be made at the service counter. Phone reservations are not accepted.

MEDIA ROOM 4

Media Room 4 is available for viewing projected media. It contains a 16mm film projector and video players (VHS, U-matic, Beta). A slide projector or audio equipment (phonograph, cassette player, compact player) can also be made available in this room. The room may be reserved for a class (7 to 40 persons) only if media is being used. Reservations may be made by phone if you are showing your own materials. If you are reserving AV Center media to use in Room 4, coordination requires that you submit your request in writing.

Additional viewing rooms are available in Kuykendall Hall. Call the Center for Instructional Support (948-8075) for information.

RESERVE SERVICE

AV materials may be designated for use in the building only. Faculty members may either reserve materials available in the Wong Audiovisual Center or bring in their own materials for use by students. Copyright law requires that only legally acquired audiovisual materials can be put on reserve. It takes the Center at least three days to process reserve materials.

If you plan to ask a large number of students to view the same film or video, please ask to schedule group showings. The AV Center will handle the logistics.

RESERVATIONS FOR CLASSROOM SHOWINGS

Film and video reservations for scheduled class use must be submitted in writing on the film/video reservation form. Telephone requests are not accepted. A minimum of three working days advance notice is required.

Community College and public and private school faculty must arrange to borrow films through the Media Coordinator or Librarian of their respective campuses. There is a fee.

CATALOGS

All media in the Audiovisual Center collection is listed by title, subject, author, performer, producer, director, etc. in the University Library's online public catalog.

A printed catalog of the Center's films, videotapes and video discs is available to University of Hawaii departments and other institutional users.

Regularly updated lists of the Center's feature films on video and compact discs are available on request.

PREVIEW/PURCHASE REQUESTS

Previewing and ordering films/videos is coordinated by the Library. Requests for previewing and purchasing audiovisual materials should be addressed to Linda Engelberg, Head, Wong Audiovisual Center. She can also assist you in locating appropriate media for specific needs.

Telephone: 948-8298

AUDIOVISUAL REFERENCE COLLECTION

A collection of audiovisual reference tools is available in the Center. It includes filmographies, media review sources, bibliographic tools, film rental listings, and producer/distributor catalogs.

Indiana University

IUB Libraries

Bloomington IN 47405 (812) 855-0100

Media Services Department

The Media Services Department provides a wide range of audio and video materials to students and faculty of Indiana University and to Indiana residents. Located on the first floor of the Main Library, the Media Center contains a variety of audiovisual equipment, including 3/4" videocassette players, 1/2" VHS videocassette players, and audiocassette players. The library's audiocassette and videocassette collections are housed near the equipment, behind the Media/Reserve service desk. The Media Catalog, located near the service desk, provides complete access to these collections. In addition to the familiar author, title, and subject access, patrons may also find films featuring a particular actor or broadcasts from a television series, such as "Frontline" or "Nova." After obtaining a call number for the desired audiocassette or videocassette, a patron asks the desk attendant for the item. Videocassettes must be used in the Media Center, so the desk attendant will bring the cassette and a set of headphones. Audiocassettes may be used in the Media Center or checked out for one week; portable audiocassette players are also available for one-week loan.

The audiocassette collection is comprised of several thousand items covering a broad range of topics -- from a discussion of immigration law to a lecture on avoiding procrastination to an interview with author Toni Morrison to Gerald Ford's debates with Jimmy Carter.

The videocassette collection is comprised of approximately 1,000 titles, including documentary films, classic feature films, and other creative works, such as dramatizations of short stories and performances of plays.

Students use audio and video materials as information sources for papers and speeches and to supplement readings and classroom discussions. Audio and video materials are essential to research in some areas, such as speech communications and film studies. However, they provide unique information in many other fields, such as history, literature, political science, and the physical sciences. For example, many Shakespeare students develop new insights into a particular play by watching a performance on videocassette in addition to reading the play.

Instructors who would like an entire class to view a videocassette may arrange a group showing in the library or borrow the videocassette from the library for 24 hours. The group showing service is also available to IU student groups and other university organizations. To arrange a showing in the library or reserve a videocassette to be shown in a classroom, contact the Media Supervisor or Media Librarian at 335-1650 at least one week before the showing date.

Media Services operates a reserve service for materials the library does not own. The reserve collection includes both audio and video materials, such as recordings of class lectures, pre-recorded feature films, and locally-produced documentaries.

CIRCULATION POLICIES

Audiocassettes may be borrowed for 1 week
Audiocassette players may be borrowed for 1 week

Videocassettes must be used by individuals in the Media Center. Instructors may borrow videocassettes for 24 hours to show in a classroom. For further information, contact the Media Supervisor at 335-1650.

MEDIA FINE RATES

Audiocassettes -- 10 cents per day per part
Audiocassette players -- $1.00 per day

Audiocassettes and players must be returned to the Media/Reserve desk. Penalty for returning materials or equipment to a location other than Media -- $5.00 (in addition to any overdue fines).

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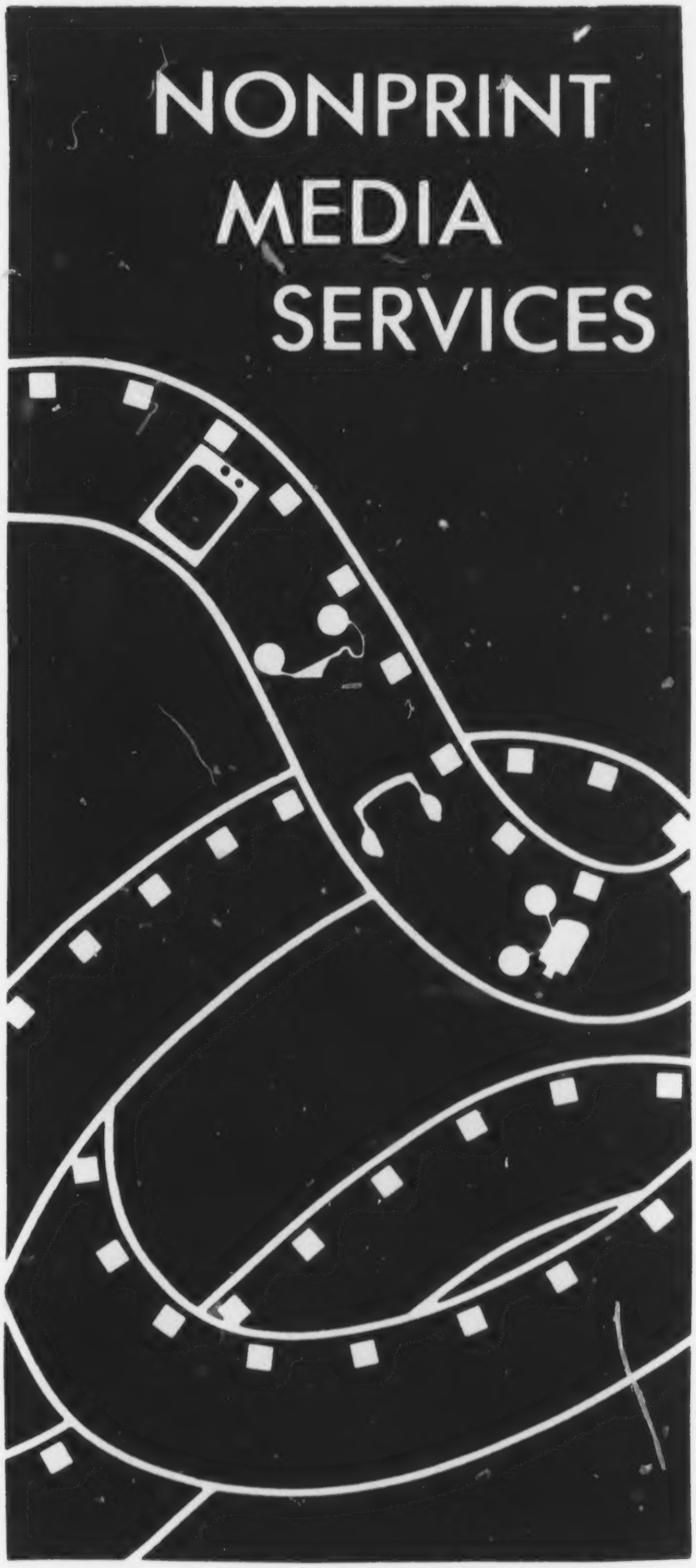


Welcome to

NONPRINT MEDIA SERVICES

Nonprint Media Services is the central audiovisual department for the University of Maryland, College Park Libraries and the campus. It is located on the fourth floor of The R. Lee Hornbake Library. The collection consists primarily of videocassettes, films, audiocassettes and equipment to support undergraduate, graduate and research programs.

Service Desk: 454-4723

BORROWING PRIVILEGES

Audiovisual materials may be borrowed for use in the library by students, faculty and staff of the University of Maryland with the presentation of a current registration card and a valid picture I.D. Audio and videotapes borrowed by students must be used in the Nonprint Media service area; external loans can be arranged by faculty and staff. Films and audiovisual equipment can be borrowed by faculty, staff and students for use outside the building, as well as in the Library. Reservations for equipment and films should be made one week in advance of the use date. The loan period is two days.

COLLECTIONS

CATALOGED COLLECTIONS

Nonprint Media Services collects audio and videocassettes, videodiscs, slide sets, and 16mm films. Many popular PBS Television Series are represented including more than 200 NOVA titles, LIFE ON EARTH, COSMOS and the BBC SHAKESPEARE PLAYS. Areas of subject concentration include American History, the Life Sciences, English Literature and Drama, Business Management, Food and Nutrition, Agriculture and Math. A selection of feature films can be found in this collection as well. Titles include KING RAT, CITIZEN KANE and ON

THE WATERFRONT. Other programs include the AMERICAN HISTORY and WESTERN CIVILIZATION SLIDE COLLECTIONS, HIROSHIMA—NAGASAKI and THE RIVER.

COURSE RESERVES

Faculty may place listening or viewing assignments on reserve for their classes. These materials are kept at the service desk and are arranged by course number and instructor's name. There are media from a variety of other sources such as the Career Development Center, the UMCP Library System and television broadcasts of a hard-news nature. This material is kept with the Course Reserves at the service desk.

FOOD AND NUTRITION COLLECTIONS

Nonprint Media Services maintains and distributes the audiovisual resources of the Food and Nutrition Information Center (FNIC) of the U.S. Department of Agriculture. Members of the University of Maryland community may view FNIC materials in Nonprint Media, or they may borrow them for use in the classroom.

AUDIOVISUAL EQUIPMENT

Audiocassette recorders, slide, film, opaque and overhead projectors are available for free loan to faculty, staff and students of the University. Contact the department for a complete list of available equipment.

INFORMATION SERVICES

The Nonprint Media Services staff provides a variety of services to patrons in order to insure access to and optimum use of audiovisual materials, equipment and services.

CATALOG

The card catalog lists only materials held by Nonprint Media. The catalog is divided into two sections: AUTHOR/TITLE and SUBJECT. It is important to note that the catalog in McKeldin Library is the most complete listing of books and other materials in the UMCP Libraries.

MEDIAGRAPHIES

"Mediagraphies" is our word for the media bibliographies that we prepare to assist users in locating materials on popular topics such as ANTHROPOLOGY or WOMEN'S STUDIES. Copies are available for examination at the service desk.

REFERENCE SERVICE

Librarians and support staff provide assistance ranging from direct locational information to highly specialized research. They are prepared to make referrals to appropriate on and off-campus agencies whenever Nonprint Media collections and services are not sufficient.

INSTRUCTIONAL SERVICE

Orientation tours and instructional seminars are conducted by staff for faculty and students, as well as for visitors to the campus.

PLAYBACK SERVICES

Nonprint Media Services provides equipment for the playback of many different audiovisual formats including, but not limited to, film, videocassettes, laser videodiscs, slides, filmstrips and audiocassettes.

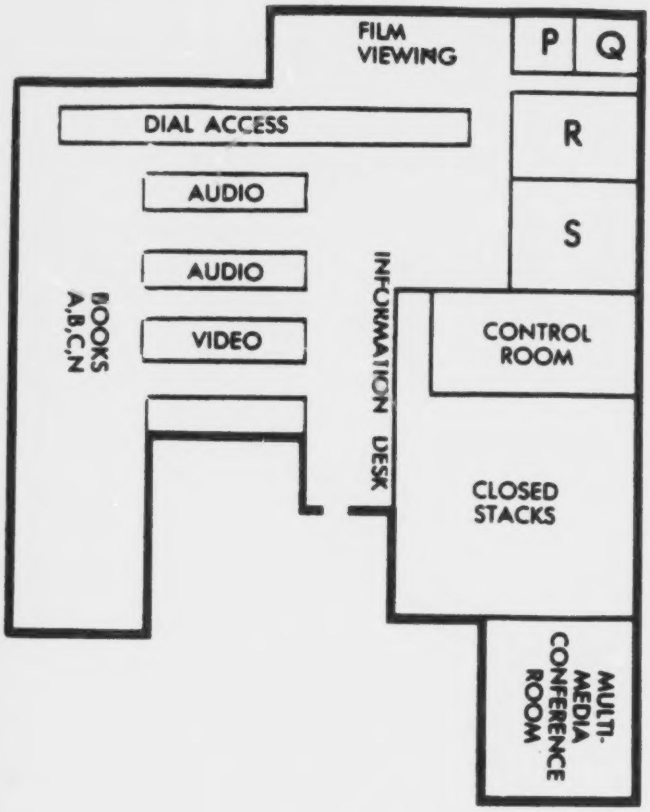
REMOTE PLAYBACK

Dial Access is our remote playback system. Video or audio programs which are assigned to a large number of individuals can be placed on this electronic distribution system and transmitted simultaneously to 96 carrels in Nonprint Media Services. The system has 14 color video channels and 20 stereo audio channels.

GROUP PLAYBACK

Several playback rooms are available and equipped to handle a variety of nonprint formats. The largest room can accommodate 100 people. These rooms may be reserved by faculty when a media program is an integral part of a class presentation. Reservations are required and can be made by calling 454-4723.

NONPRINT MEDIA SERVICE



RECORDING/DUPLICATION SERVICES

Nonprint Media Services staff can record special lectures and campus events in audio or video formats. A fee is charged for this service. Duplication service provides single or multiple copies of pre-recorded programs in audio and video formats. Call the service desk for information on fees and scheduling.

OFF-THE-AIR RECORDING SERVICE

Nonprint Media Services will make off-the-air recordings of broadcast programming for the educational purposes of the faculty, staff and students (with written faculty authorization) of the University. Off-the-air recordings cannot be played over the Dial Access System.

COPYRIGHT POLICY

The department makes every effort to satisfy the instructional and research needs of its users while at the same time complying with copyright requirements. For further details concerning this service contact a Nonprint staff member at 454-4723.

For more information about Nonprint Media Services or for assistance in finding, using and borrowing audiovisual materials and equipment, please ask a Nonprint staff member or call 454-4723.

THE UNIVERSITY OF MARYLAND COLLEGE PARK LIBRARIES

Architecture	**454-4316**
Art	**454-2065**
Engineering and Physical Sciences	**454-3037**
Hornbake (Undergraduate)	**454-4737**
Library School	**454-6003**
McKeldin (Main) Voice and TDD	**454-5704**
Music	**454-3036**
* Nonprint Media Services	454-4723
White Memorial (Chemistry)	**454-2609**

* (Located on the fourth floor of Hornbake Library)

AVERY FISHER CENTER
FOR
MUSIC AND MEDIA

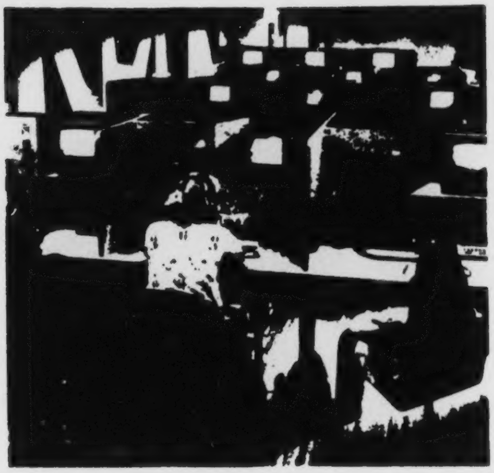
Elmer Holmes Bobst Library
and Study Center

NEW YORK UNIVERSITY

In May of 1986, the Avery Fisher Center for Music and Media was dedicated — and a new era in high-tech education was ushered in at New York University. The center's facilities include more than one hundred separate audio and video stations furnished with state-of-the-art equipment, an advanced microcomputer center, and the Lewis Levine Language Laboratory.

Located in Bobst Library, the center offers an extraordinary collection of previously unavailable resources.

The center is constantly filled with students of music, film, and mass communications, but it is equally popular with researchers in all disciplines.



The center is furnished with seventy-seven audio stations that offer new Fisher high-fidelity equipment, including dual-cassette decks, turntables, and compact disc players.

More than twenty thousand recordings, including cassette tapes, compact discs, and records are housed in the center.

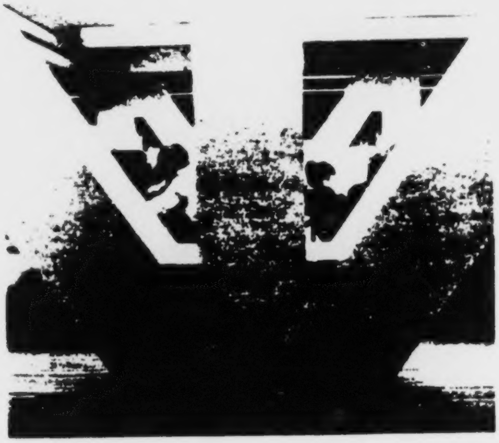
A wide variety of classical and contemporary music, Broadway shows, literary readings, radio drama and documentaries, and historical recordings is available.

The center's impressive collection includes the Verdi Archives, a diverse assortment of Verdi's operas, letters, and scores as well as related books, periodicals, and librettos.

The center's more than one thousand videotapes include theatrical films ranging from *The African Queen* to *Zelig*, numerous documentaries on labor history and radical movements, Shakespearean productions, and such television series as "The Ascent of Man" and "Nova."

Forty-three video carrels are available for student use, including four that are specifically designed for disabled students and have close-captioned decoders for the hearing impaired and tabletops adjustable to wheelchair height.

Classes or professional seminars can be held in any of the center's three large meeting rooms, which have complete audiovisual capabilities.



Students have access to both the word processing and graphics programs for the nearly dozen Macintoshes in the microcomputer center. A high-quality laser printer is also available for student use.

The Lewis Levine Language Laboratory offers forty stations equipped with computerized consoles, which allow students to listen to language tapes and record their responses.

For more information, call or write:
Elmer Holmes Bobst Library and Study Center, New York University, 70 Washington Square South, New York, N.Y. 10012; (212) 598-2484.

Avery Fisher's lifelong passion for music has immeasurably enriched the cultural landscape of New York City. This is daily evidenced by the crowds of music lovers who pass through Avery Fisher Hall at Lincoln Center each year. Mr. Fisher continues to lend his leadership and expertise to a number of endeavors, including the New York Philharmonic and the Marlboro Music Festival.

Mr. Fisher's personal dedication of the Avery Fisher Center for Music and Media in 1986 not only opened a magnificent facility but also enhanced NYU's ability to give its students a richly diversified educational experience.

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Published by the New York University Public Affairs Department for the Avery Fisher Center for Music and Media

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Avery Fisher Center for Music and Media (AFC)

New York University
Elmer Holmes Bobst Library

Information Bulletin 9

The Avery Fisher Center for Music and Media (AFC), located on the second floor of the Bobst Library, is a state-of-the-art resource center for the study of media-related materials. The Center includes five major components: an Audio Listening Area, a Video Viewing Area, Microcomputer Workstations, a Language Laboratory and three Meeting Rooms. (See Information Bulletin #1 for the AFC's current hours.)

AUDIO LISTENING AREA - a comprehensive facility with 77 carrels offering Fisher high-fidelity equipment including 50 dual-cassette decks, 12 turntables, and 12 compact disc players. In addition to the musical recordings collection of approximately 20,000 tapes, records and compact discs, the Center has added literary readings, recordings of historical events radio drama and documentary. A card catalog listing these recordings is available within the AFC; compact discs are currently listed in BobCat.

VIDEO VIEWING AREA - 43 carrels featuring color monitors and stereo sound are centrally controlled through an electronic matrix switcher allowing any combination of carrels to be used. Six carrels have complete VHS video control (fast forward, rewind, slow motion, etc.) for in-depth picture analysis. Three carrels can accommodate foreign broadcast standard signals not normally viewable in this country. Four additional carrels are specifically equipped for the handicapped including closed-captioned decoders for the hearing impaired and table tops adjusted to wheelchair height. The video collection is strong in productions of the performing arts and cinema/video arts. This collection is being expanded to include documentaries of interest to a variety of disciplines. All of these titles are listed in BobCat.

MICROCOMPUTER WORKSTATIONS - 11 Macintosh microcomputer workstations available for use by NYU students, staff, and faculty. There is a fee for the use of these machines (see Information Bulletin #17 for details). AFC staff cannot offer tutorials, but manuals are available for self-instruction.

LEWIS LEVINE LANGUAGE LABORATORY - a 40 station lab is available for use by individual NYU students and classes. Computerized equipment allows users to listen to taped language instruction and record their own responses. The duplication of foreign language tapes is provided as a service for students where copyright clearance has been obtained. (See Information Bulletin #10 for more details.)

GROUP MEETING ROOMS - three rooms available for either individual classes or professional seminars requiring audio-visual equipment. Each room has a high fidelity sound system and two rooms have large screen video projection systems. A range of audio-visual equipment, and the media collections of the Avery Fisher Center are available to support the programs in these rooms. Instructors interested in scheduling these rooms and/or familiarizing themselves with equiptment can obtain more information by contacting AFC staff (998-2585) between 9a.m. and 5p.m., Monday - Friday.

Lewis Levine Language Laboratory

New York University
Elmer Holmes Bobst Library

Information Bulletin 10

A forty-station Language Laboratory in Bobst Library is available for use by language students. Named for Lewis Levine, the late Acting Dean of Arts and Science and Chair of the Linguistics Department, the facility is located inside the Avery Fisher Center for Music and Media (AFC) on the second floor. Computerized equipment allows users to listen to language tapes and record their own practice work in either a classroom setting or in independent study. By using the control console, instructors can easily monitor the work of a number of students and directly communicate with them through their work stations.

The laboratory has been set up by the Faculty of Arts and Science, but it is open to all departments and schools of the University utilizing language tapes compatible with the laboratory's equipment. Service in the language laboratory is generally available for scheduled activities as well as independent study during the hours the Avery Fisher Center is open. For the regular academic year AFC hours are:

Monday - Thursday	9:00am to 9:45pm
Friday	9:00am to 5:45pm
Saturday	10:00am to 5:45pm
Sunday	2:00pm to 9:45pm

CLASSROOM USE

The Language Laboratory may be used for group teaching or independent work within a classroom setting. Faculty have the option of running one master tape for an entire group or assigning tapes to individual students whose work can be monitored during the session. Room requests must be submitted in writing; forms are available at the AFC. If an instructor cannot submit a request in writing because of last-minute scheduling, the AFC will accept a single telephoned request.

The AFC staff will reproduce tapes supplied by instructors for classroom and reserve use if copyright clearance has been secured. While a class is in progress, the laboratory cannot be used by anyone outside the course.

CASSETTE DUPLICATION SERVICE

Students may bring their own blank cassette tapes on which AFC staff can duplicate master language instruction tapes or copy their lab practice sessions. In the latter case, the student's voice cannot be played back on any other machine due to mechanical reasons. Copies of master recordings can be played back on home equipment. Forty-eight hours is required to complete the duplication process.

Access to language laboratory material is through the AFC only - these materials are NOT listed in BOBCAT or the Bobst card catalog and the materials DO NOT CIRCULATE.

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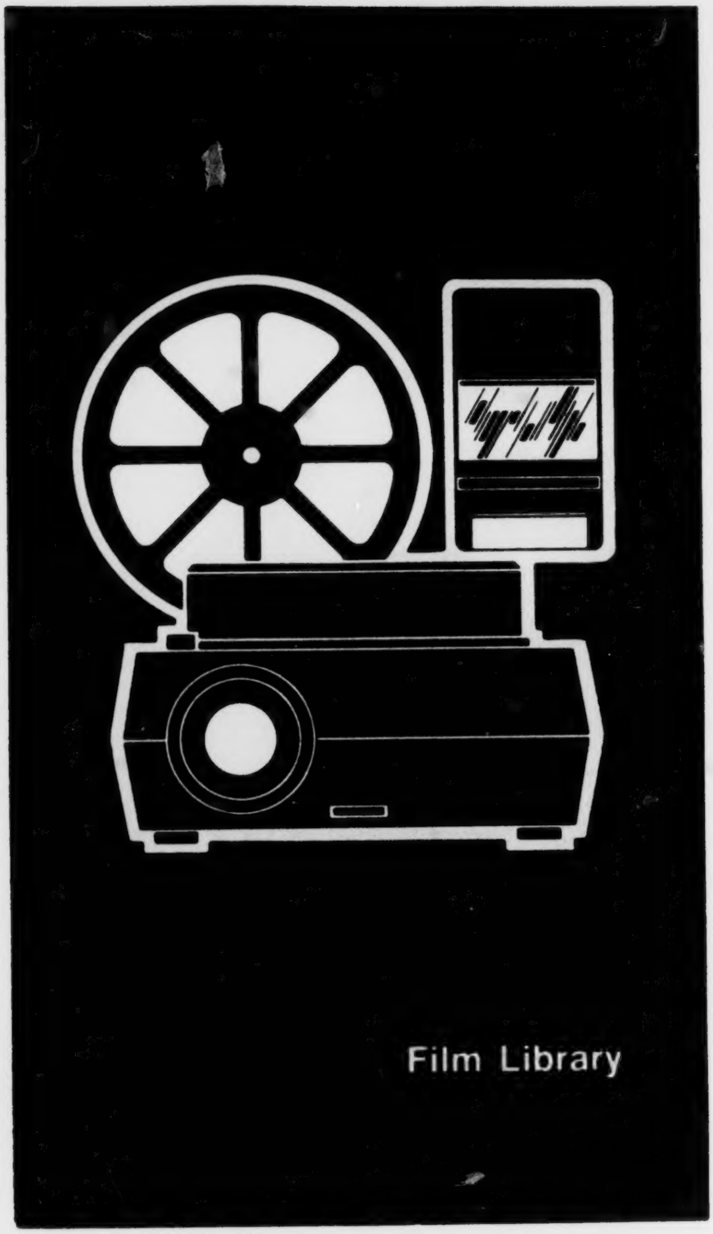
The Purdue University Independent Study Center



Introduction

The Independent Study Center (ISC), part of the Purdue Film Library, is a learning resources facility on the lower level of the Undergraduate Library (UGRL) in Room B853. Audio-visual materials related to courses which have been placed on reserve by the faculty can be utilized by students in approximately 200 carrels suitable for individual and small-group instruction.

Independent study is an activity in which students carry on their studies outside the usual formal classroom setting, working toward the completion of assignments or projects requiring supplemental course materials.

Independent study provides students the opportunity to learn information at their own learning rate and convenience. It allows instructors to place on reserve, materials which review, supplement, or reinforce the content of their courses.

Restricted university budgets and an increasing demand to serve students with various abilities and interests, in locations other than the traditional classroom setting, require flexible and resourceful solutions. Independent study presents a creative option.

Carrels in the ISC are equipped with a variety of audio-visual equipment: videocassette playback units for 3/4'' U-matic and 1/2'' VHS; audiocassette playback units (monaural, stereo, and rate controlled); audioreel playback units; slide and filmstrip projectors with cassette sound, and 8mm motion picture projectors. Other carrels contain record players, microfiche and microfilm readers, slide sorters, and a microcomputer. Small preview rooms are available for viewing 16mm films.

Special services and equipment for visually-impaired and learning-disabled people can be found in the ISC including rate controlled and four-track monaural audiocassette playback units, video enlargers, a Viewscan portable video enlarger, and a Perkins Brailler.

Most of the materials in the ISC are available for class use through the Scheduling Office of the Film Library, Room B851, Undergraduate Library (phone 49-46742). Materials from the Film Library collection are available for individual use in the ISC, and catalogs are near the check-out counter.

Types of Materials in the Independent Study Center

The ISC can accommodate materials in any subject in most common audio-visual formats and in some computer software formats.

Individual components of courses or complete courses, such as the Credit-by-Examination Course Packages developed by the Center for Instructional Services, can be placed in the ISC.

Some course lectures are audiotaped and placed in the ISC. The taping begins at the start of each semester and continues until the semester ends. This service enables professors to accommodate students who need to review or complete lecture notes and those who may have to miss class due to illness, accidents, death in the family, or other reasons.

The following are selected examples of the different subjects and formats placed on reserve in the ISC.

Audiocassette
Audiology
Complete course lectures, e.g. biology, psychology, animal sciences, etc.
English as a second language
Foreign languages
Music appreciation
Theatre study

Videocassette
Anthropology
Communications
Electrical engineering technology
Industrial education
Remote sensing
Restaurant, hotel, and institutional management
Special education

Slide/Tape
Art and design
Horticulture
Landscape architecture
Remote sensing

Credit-by-Examination Course Packages
Anthropology
Art appreciation
Economics
Geosciences
History
Physics

Producing Materials for Independent Study

Instructor-Produced Materials

Some instructors, who are skilled with cameras and recorders and have access to production equipment, produce their own materials. A good place to start with a new idea is in the Undergraduate Library where several media specialists (49-42761, 49-46352) can discuss possibilities and production techniques. A visit to the ISC to examine some of the course materials produced by faculty and departments can also provide some good ideas.

Graphic Services Within Schools/Departments

Some schools on campus such as Veterinary Medicine, Engineering, and Technology have their own in-house graphic illustrators or production facilities. New faculty members may wish to inquire about these services.

Production Services at Purdue—the Center for Instructional Services

Located on the ground and basement floors of Stewart Center (phone 49-45100) the Center for Instructional Services (CIS) makes available a variety of services for faculty. Those related to independent study include:

Photographic Services—This area provides on-site photographic services and can photograph camera-ready artwork.

Instructional Development Services—Consultation on course materials development and the production of camera-ready artwork, audiotape, videotape, and 16mm film are available through this service. Complete course packages for Credit-by-Examination are also prepared by CIS.

Commercially-Produced Materials

Faculty who find commercially-produced audiovisual materials or computer software in their subject areas which are suitable for independent study have the option of purchasing these materials and placing them in the ISC.

Before the production or purchase of materials, check with the ISC first to make sure compatible equipment is available.

Placement and Removal of Materials in the Independent Study Center

Individual faculty members or departments bring their course materials to the Undergraduate Library and place them on reserve in the Independent Study Center in Room B853 (phone 49-46746) or through Media Reference Services on the ground level in Rooms G955 or G957 (phone 49-42761 or 49-42762). When initially placing materials, the faculty member fills out an internal records form with the instructor's name, the course name and number, the kind and frequency of material being placed on reserve, and the approximate dates for the arrival and removal of these materials.

Materials may be placed in the ISC at any time during the semester and are removed at the request of the instructor. The duration of time that materials remain in the ISC varies from one week to several years, depending upon the relevance of the materials to the course or situation. In an effort to keep course materials up to date, library staff check at certain times during the year to determine the status of an instructor's materials in the ISC.

Student Access to Materials in the Independent Study Center

A card catalog is available in the ISC and is organized by course name and number. Students locate the course drawer and appropriate card that corresponds to the item they wish to use. They fill out a Media Preview Card with the call number for each item. Then they present the card along with their Purdue identification card to the attendant at the ISC service counter.

An instructor may also wish to develop a class handout that will provide students with the correct information on using materials in the ISC.

Faculty Notification of Student Use

The Independent Study Center makes available a Use Report Card that students can fill out when they use materials in the ISC. Instructors who would like this information should inform their students to fill out a card each time they use the ISC. Staff in the ISC will forward these cards to the instructor.

For More Information

Visit or call the Independent Study Center on the basement level in Room B853 (phone 49-46746) and Media Reference Services on the ground level of the Undergraduate Library in Rooms G955 and G957 (phone 49-42761 or 49-42762). Facilities and services are available to help students learn!

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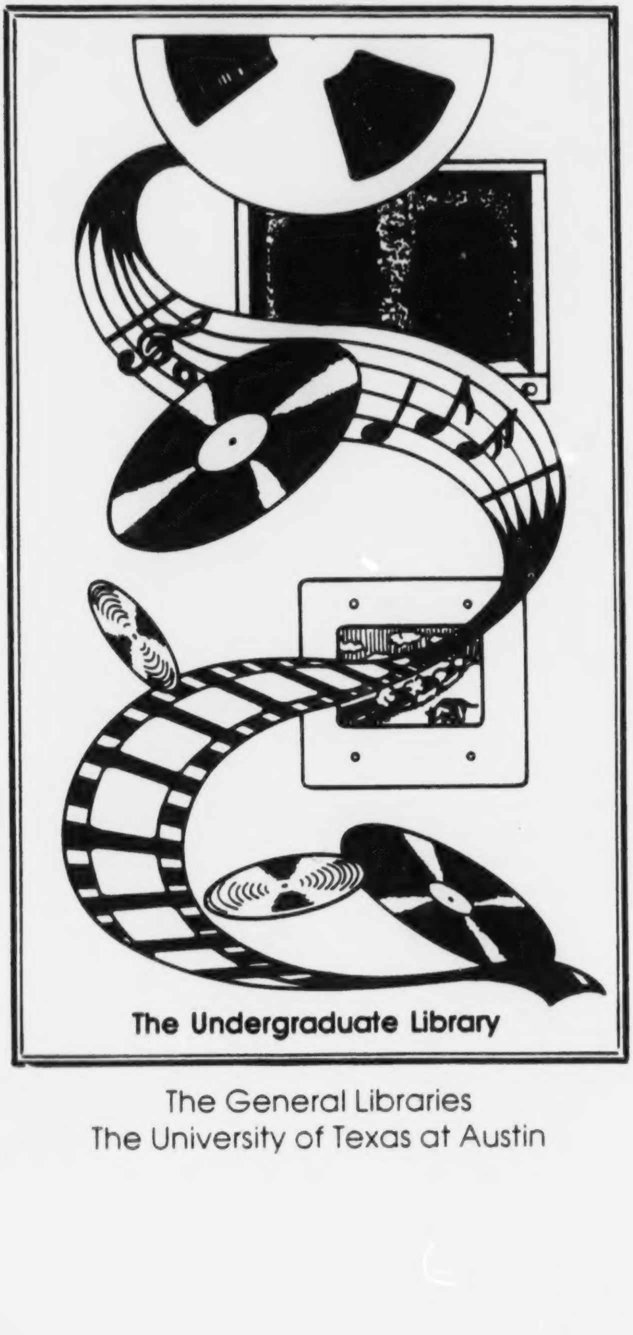
Designed and edited by the Office of Publications

AUDIO VISUAL LIBRARY•UGL



The General Libraries
The University of Texas at Austin

Audio Visual Library

The Audio Visual Library is on the third floor of the Undergraduate Library in the Peter T. Flawn Academic Center. It is the primary General Libraries location for media in support of instruction. Another library with a major media collection is the Fine Arts Library. The Audio Visual Library supports the curriculum by providing resources and equipment for in-building student, staff and faculty use. A valid UT Austin ID or a Courtesy Borrower Card is necessary to use materials or equipment.

Collection

The Audio Visual Collection includes course-related videocassettes on subjects as diverse as the Vietnam War, the human brain, and Shakespeare's plays. Audiocassettes, slides, kits and filmstrips include information on topics ranging from cell division to suicide. The audio collection contains over 9000 musical recordings and 2000 spoken word recordings. The music collection, strongest in classical and popular titles, includes ethnic and folk music, jazz, musical revues, movie soundtracks, rock, soul, rhythm and blues and country-western music, as well as recordings of popular Texas and Austin musicians. A growing portion of the collection is available on compact discs. Spoken word recordings are chiefly poetry and other literary works, some comedy routines and a few presidential speeches. Faculty place other audiovisual materials on reserve for a wide variety of courses each semester.

Circulation

All materials, including those on reserve, must be requested at the Service Desk. Audiovisual resources are charged out for Library Use only. However, with advance arrangements faculty may borrow most materials for classroom use and with a letter from a professor on departmental letterhead, students may borrow materials to use in class-related presentations. Arrangements must be made at least 48 hours in advance at the Audio Visual Library between 8 a.m. and 5 p.m. for any out-of-building use.

Audio Visual Catalogs

The Online Catalog (UTCAT) and the Audio Visual Card Catalog provide access to the collection. The card catalog lists, in one alphabetical sequence, Author/Composer, title and subject for all formats of older audiovisual materials. The Online Catalog provides a complete listing for both older materials and new acquisitions.

Reserve materials are listed by course number and instructor's name in the notebooks next to the Service Desk.

Reference Service

Reference service includes assistance in the use of catalogs, help in the location and identification of audiovisual resources available from vendors and from other area libraries, and directions for using audiovisual materials and equipment. More extensive reference assistance is available between 8 a.m. and 5 p.m. Monday through Friday.

Equipment and Facilities

There are 204 listening carrels in the Audio Visual Library, each linked to the master control room through twenty-one audio channels. To listen to materials, fill out a request slip with author, title, and call number information, and give it to the service desk clerk. A valid UT ID is required to check out headphones. Ceiling mounted TV monitors at various locations in the carrels display channel requests.

Individual carrels and small rooms have video connections or equipment. Video equipment is primarily for use of videocassettes owned by the Audio Visual Library and for materials on reserve. Individuals may use other videocassettes only when the video equipment is not needed for use with reserve or other library owned materials. The Audio Visual Library accepts no responsibility for viewing quality of or damage to an individual's own videocassette. Other equipment available includes two-track reel-to-reel tape decks, slide projectors, audiocassette playback units and filmstrip machines.

Two media instruction rooms, Rooms 344 and 327, have video equipment and may be reserved by UT faculty for classes as large as 50 for face-to-face instruction using media materials. Advance reservations are required and may be made by telephone or in person in the Audio Visual Library office at least 24 hours in advance.

Seven group study rooms without audiovisual equipment may be reserved for use by two or more students. To do so, two students with valid UT ID's must make the reservation in person at the Service Desk. A separate flyer describes policies for reserve study rooms.

Facilities for the Visually Disabled

Adaptive equipment includes a Kurzweil Reading Machine, a Versabraille, and print and braille printers. Training and identification cards are required. Two study rooms, 324 and 325, have been equipped by the Texas Commission for the Blind. Keys to these rooms are available at the Service Desk.

Library Hours

For hours, consult the current "Library Hours" sheet.

For further information contact:
Media Supervisor
Audio Visual Library
FAC 340
The General Libraries
The University of Texas at Austin
Austin, Texas 78713-7330
Phone: (512) 471-5222

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Film Library

Location: Room 114, Scott Library

Hours:

Monday - Wednesday	9 a.m.	to	9 p.m.
Thursday - Friday	9 a.m.	to	5 p.m.
Saturday	Noon	to	5 p.m.
Sunday	1 p.m.	to	6 p.m.

Telephone: 736-5508

THE COLLECTION

The Film Library houses a variety of 16 mm. films and video cassettes that are available for students and faculty to use in classes and tutorials. This material has been purchased in consultation with course instructors so that it closely reflects on the information presented in the classroom.

Information about the film and video cassettes is available by consulting Yorkline or the Film Library's book catalogues which provide title and subject access to the collections. In addition, the Film Library maintains a vertical file that contains support material like study guides and reviews for many titles.

The films are stored in closed stacks while the video cassettes are on open stacks and arranged by accession number.

Circulation

All the films and video cassettes are available for use in classes and tutorials. A minimum advance notice of 48 hours is required for reservations. Since these materials are in high demand, though, it is advantageous to reserve them early. Requests may be made in person, by telephone, and in writing.

Equipment and projection assistance are available from the Department of Instructional Aid Resources (D.I.A.R.).

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Service

The Film Library staff is very knowledgeable about the collections and available to help you, so please do not hesitate to ask for assistance.

The staff will provide reference service to those with questions about the content and use of the resources. If York does not have a specific title in our collections, we will attempt to locate it for you. In some instances this may involve a transportation and/or rental charge which will be billed to the individual's department.

The Film Library maintains an extensive collection of catalogues for Canadian and American commercial distributors as well as for free sources like the National Film Board, and foreign embassies and consulates. These are available for you to consult.

There is also a small selection of books, indexes and periodicals on film and video but the majority of material on these subjects is housed with the Scott Library's main collection.

Facilities

The Film Library has six video cassette players, a film projector, and an analyzer projector for individual viewing, as well as a Screening Room that can accommodate up to 20 people. No advance notice is required to use the former, but 24 hours notice and a minimum of five students is required to reserve the Screening Room. This room is available to people who want to evaluate a title before using it and to classes when other facilities are unavailable.

September, 1989

Sound Recording Library

LOCATION

The Sound Recordings Library in Scott Library is located in Room 409 (entrance on the second balcony). Access is easiest by the stairs to the left of the Reference Desk in the main lobby of Scott. For information call 736-2100 ext. 8880.

HOURS

From September to April:

Monday to Thursday	9 am - 9 pm
Friday	9 am - 5 pm
Saturday	12 pm - 5 pm
Sunday	1 pm - 6 pm

Summer Hours:
Monday to Friday 8:30 am - 4:30 pm
Additional hours vary from year to year

THE COLLECTION

The Sound Recordings Library houses the library's collection of recordings, discographies and a number of periodicals and scores. The recordings collection consists primarily of music, including classical, jazz, folk, rock, electronic and ethnic. A selection of plays, poetry and public affairs lectures supplement the music holdings.

Most scores and books about music are housed in the general stacks on the 4th floor and not in the Sound Recordings Library. Scores housed in the Sound Recordings Library consist of basic reference works, fragile and oversized material, collected works and any books accompanied by a sound recording.

Discographies, along with current and retrospective issues of some periodicals such as Billboard, Gramophone, Melody Maker and Rolling Stone, are housed behind the Sound Recordings Library circulation desk and are available on request, as are sound recordings and all other printed material.

The collection also includes Schwann and Deutsche Grammaphon sound recordings catalogues, scores on microfiche, an archive of 78 rpm discs, and a selection of radio broadcasts.

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To aid the user in finding recordings and printed matter housed in the Sound Recordings Library, items are listed in Yorkline by author, title, subject and keyword. Users are advised to check the listing for location. Supplementary finding aids and indexes to special collections are available at the Sound Recordings Library Reference desk.

SERVICES

The Sound Recordings Library maintains a course reserve collection of recordings and scores. A list of the materials available is located at the circulation desk in the Sound Recordings Library. Faculty wishing to place listening assignments or lectures on reserve should enquire at the Reference desk.

Reference assistance is available for those with questions relating to the content and use of the collection. Please do not hesitate to ask.

A classroom is available for faculty who wish to conduct small seminars (6-8 people) where audio playback equipment is required. This facility should be booked in advance at the Sound Recordings Library circulation desk.

FACILITIES

The Sound Recordings Library has the capacity to accommodate more than 62 patrons at any given time. There are 54 listening stations consisting of turntable, compact disc players, cassette and reel-to-reel playback machines. There are NO facilities for 8 track or 1/2 track reel-to-reel listening.

There are two dubbing rooms available for taping course reserve materials for class presentation. For specific regulations governing the use of these facilities, please enquire in the Sound Recordings Library.

Patrons are welcome to bring their own cassettes, CD's, records and reels or may listen to materials from the collection.

CIRCULATION POLICY

All items in the Sound Recordings Library are housed in closed stacks behind the circulation desk. A valid library card must be presented in order to use the facilities. Recordings do not circulate to students outside of this area. Some scores may be borrowed for one week, but most may only be signed out for photocopying and are not allowed to leave the library. Unless otherwise stated, all items are due back at the time of closing on the same day on which they are borrowed. For specific regulations regarding fines and faculty borrowing privileges, enquire in the Sound Recordings Library.

September 1989

CIRCULATION AND FINE POLICIES

UNIVERSITY OF ARIZONA LIBRARY
MEDIA CENTER LOAN POLICY July 1983

Non-book materials housed in the Media Center are available upon request at the Media Center's window-counter. The Juvenile Collection books circulate through the Main Loan Desk and are subject to the general library loan policy. Textbooks are considered reference materials and they do not circulate.

1. Circulating Non-book Materials:

   a. The Loan Period for ALL borrowers is 1 week.
   b. Renewals may be obtained for circulating items, even if overdue, provided another borrower has not placed a Hold Request for it. Overdue fines will still be calculated and the borrower notified by the Loan Department. ALL RENEWALS must be requested at the Media Center and may not be granted through other GEAC terminals.
   c. Hold Requests may be placed at the Media Center counter-window for items currently checked out. Holds placed at GEAC public access terminals for Media items are honored when possible, but will not receive priority over Holds or Advance Requests made through the Media Center. The person requesting the item will be notified by mail when it becomes available and it will be held for 1 week to be picked up.
   d. Advance Requests for materials and equipment use may be made for a specific future date by both patrons and staff, however this privilege should not constitute a means for arranging an extended loan beyond 1 week. Both Hold and Advance Requests may be arranged by phone.

2. Library Use Only Materials:

   a. Reserve Materials normally circulate for 2 hours and may include overnight circulation at the option of the instructor. Non-book materials may be placed on Reserve by any full-time faculty member in accordance with the guidelines of the Media Center Reserve Policy.
   b. Reference and Textbook Materials do not circulate except by special permission of Media Center staff.
   c. Producer Catalogs do not circulate.
   d. The entire Videotape collection is considered reserve material and circulates for 2 hours In-Library use only. Faculty members may extend this time-limit for the "same day/on campus use" with permission of Media Center staff.

3. Audio-Visual Equipment:

All Media Center Equipment circulates for 2 hours In-Library use only. This may be extended for staff use in the Media Center classrooms, the Multi-Purpose Room and the Science/Engineering Library by checking out the equipment to the room instead of to the patron.

4. Fine Schedule:

Fines for all overdue Media Center Equipment are administered directly by the Fines Office in the Loan Department. The Fine Schedule for the Media Center is:

a. Circulating Materials -- $1.00 per day, per item
b. Reserve Materials -- $1.00 per hour, per item
c. Equipment and Videotapes -- $5.00 per day, per item

INDIANA UNIVERSITY

IUB Libraries

Media Services Department

Bloomington IN 47405 (812) 335-0100

VIDEOCASSETTE CIRCULATION POLICY

Videocassettes from the Media Services Department circulate only to instructors or their representatives to show to a class.

The instructor must call the Media Services Department to reserve the videocassette(s) as early as possible, preferably one week before the showing date.

Videocassettes circulate for 24 hours. Longer loan lengths must be approved by the Media Coordinator or the Media librarian.

Videocassettes must be picked up from and returned to the desk in the Media Services Department.

An instructor may borrow only the videocassette(s) that s/he plans to show during one class period.

Videocassettes may not be borrowed to be previewed. Videocassettes may be previewed in the Media Center.

The instructor or a representative (e.g. a graduate assistant) must complete a circulation card for each videocassette to be borrowed. The card should be filled out in the instructor's name, not the representative's name.

The instructor is responsible for the replacement of any videocassette that is not returned. The instructor is not responsible for the replacement of a videocassette that is damaged during playback.

For additional information, contact the Media Coordinator, Colleen Talty, or the Head, Media Services, Kristine Brancolini, at 335-1650 or via VAXMAIL GOLD::LIBMEDIA.

September 1989

PARKS LIBRARY

MEDIA CENTER

I. GENERAL CIRCULATION POLICY

The Parks Library Media Center maintains a collection of audio/visual materials which includes items owned by the Library and items placed on reserve in the Media Center for course-related use. All materials located in the Media Center circulate for 2 hours and must be used in the Media Center, unless noted otherwise below. A university I.D., driver's license, or fee card is required to use Media Center materials or equipment.

Patrons may check out the following number of items for use at one time:

3 audiocassettes
1 videocassette, slide carousel, or filmstrip

Media Center materials and equipment cannot be reserved in advance.

Special circulation policies are in effect for calculators, non-music audiocassettes, and computer diskettes.

II. CALCULATORS

Patrons may check out 1 calculator for 2 hour use in the Parks Library.

Fines - Patrons returning calculators after the 2 hour limit will be assessed a fine of 25¢ per hour.

III. COMPUTER DISKETTES AND NON-MUSIC AUDIOCASSETTES

Computer diskettes, non-music audiocassettes, and accompanying study guides may be borrowed for 2 weeks for use outside the Library. Study guides do not circulate without the accompanying audiocassette or diskette. An ISU faculty/staff I.D., ISU student I.D., or extramural borrower's card is required for two-week loans.

Patrons may check out the following number of items for use at one time:

Foreign language courses: 6 audiocassettes and accompanying study guides
Computer diskettes: no limit
Audiocassettes other than language courses: no limit

Fines - There is a 1 week grace period beyond the due date during which items may be returned without a fine. Items returned after the grace period will be assessed a fine of 25¢ per day per item* up to a limit of $5 per item.

Media Center fines are paid at the Circulation Desk, Main Floor, Parks Library. Fines not paid at time of issue will be doubled. Items more than 30 days overdue will be billed for replacement costs plus a $10 processing fee per item.*

Borrowers will receive credit for the replacement cost of materials returned after billing. The borrower is still required to pay the processing fee.

Lost or Damaged Items - The current replacement price plus a $10 processing fee per item* will be charged for any item which is lost or returned damaged.

Renewals - Items may be renewed for an additional two-week period unless requested by another patron. Media Center materials must be brought to the Media Center for renewal. Renewed titles are subject to recall.

Holds - Patrons may request that Media Center materials out on two-week loan be held for them when returned. A notification will be sent when material becomes available. Items will be held at the Media Center Desk for 5 business days.

Patrons must return materials to the Media Center Desk. Returning items through the After Hours Book Drop may result in damage for which the patron will be held liable.

***Item refers to each individual cassette/diskette/volume.**

Revised 6/89

THE INSTRUCTIONAL SOFTWARE COLLECTION

An Overview

The Instructional Software Collection was established in March 1987 to provide MSU faculty, staff, and graduate students with software for demonstration and assessment. It is a joint project of MSU Academic Computing and the MSU Libraries.

The Main Library Software Demonstration Room contains one Zenith microcomputer and one Macintosh for use in assessing IBM and Macintosh programs in the Instructional Software Collection. Faculty and graduate students may also check out most of these programs for 3 days; see "Lending Policies," below.

The Software Demonstration Room also contains an IBM PS/2 System 30 to assess the videodiscs in the Collection; videodisks do not circulate out of the building (except for campus demonstrations arranged in advance with Nancy Lucas, 355-1840).

For access to the Software Demonstration Room, inquire at Information/Reference or Circulation. Staff members provide assistance during designated hours (which vary by term). For staffed hours, or to schedule appointments at other times, call the Main Library Information Desk at 353-8700.

For additional information, or to suggest that specific software be purchased, please contact Nancy Lucas, Information/Reference, Main Library, 355-1840, or Lori Hudson, Academic Computing, 353-0722. (Suggestions for software to be placed in the campus microcomputer laboratories for coursework can be made by calling Lori Hudson, 353-0722).

Lending policies

Some software lending policies differ from those for other library materials. Differences are summarized below. For further policy information, please inquire at the Main Library Circulation Desk (through the hall by the first floor Copy Center).

Software must be requested at the Circulation Desk. Each borrower will be asked to present (1) his/her own current MSU ID card and (2) pictured identification.

MSU faculty/staff and graduate students may borrow most software for three days, with no renewals. Undergraduates may use programs in the Software Room, but may not take them out of the building. NOTE: Videodisks do not circulate out of the building (except for campus demonstrations arranged in advance with Nancy Lucas, 355-1840). When software is returned to the Circulation Desk, the borrower will be asked to wait while a staff member checks it for completeness.

MSU faculty, staff, and students are subject to overdue fines of $5.00 a day. Borrowing privileges (including faculty authorizations) will be suspended until overdue software is returned and fines have been paid.

The minimum charge for lost or damaged software is $35.00. Actual replacement cost will be charged when it exceeds $35.00.

Software is protected by copyright (17 U.S. Code Sec. 101). Unauthorized copying is prohibited by law.

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INSTRUCTIONAL SOFTWARE COLLECTION
A JOINT PROJECT OF ACADEMIC COMPUTING AND TECHNOLOGY AND MSU LIBRARIES

The Instructional Software Collection was established in March 1987 as a joint project between Academic Computing and Technology and the MSU Libraries to provide faculty, staff, and graduate students with software for demonstration and assessment for graduate and undergraduate course work, curriculum development, and research projects. The collection contains computer-aided instruction packages, learning aids, simulations, models, problem solving guides, tutorials, and drill and practice packages. Spreadsheet and database management software required to run instructional packages or course-related templates are provided. Software will run on hardware configurations available on campus. This includes IBM-PC compatible and Macintosh. Single copies of each package are usually maintained and, where possible, software versions and updates are supported to maintain a historical record of the development of specific packages.

The collection has recently expanded to include an IBM InfoWindow system on which videodiscs may be demonstrated and previewed for assessment purposes, not for actual production of material. Assistance in using this equipment is available by appointment and during hours posted in the Software Room (E117 Main Library).

Software may be checked out of the library for three days by faculty, staff, and graduate students or may be previewed in the Software Room, which houses a Zenith and Macintosh microcomputer. Videodiscs may also be previewed in the software room. Arrangements can be made for on-campus demonstrations by contacting Nancy Lucas at 355-1840. Holdings in the Instructional Software Collection may be searched electronically via MSUnet and the Libraries' on-line database, MAGIC.

In addition to microcomputers, the Instructional Software Collection maintains a supporting collection of reference materials. This includes software catalogs, evaluations, vendor information and newsletters. These sources are located in the Information /Reference area of the Library marked SOFTWARE.

Recommendations for software and videodisc acquisitions are encouraged. For information, contact Nancy Lucas, MSU Libraries, 355-1840, or Loraine Hudson, Academic Computing and Technology, 353-0722.

MSU is an Affirmative Action/Equal Opportunity Institution

RUTGERS UNIVERSITY LIBRARIES

BORROWING INSTRUCTIONS FOR FILMS AND VIDEOTAPES

I. For Non-Classroom Use by Individuals and Campus Groups

-- Films and Videotapes may be borrowed by Rutgers University Faculty, Students, and Staff with a valid University I.D. or Library Card.

-- The loan period is 24 hours. (Longer loans may be made by special arrangment with the Media Librarian.)

-- Individual borrowers and borrowers representing a campus group or organization must surrender their University I.D. or Library card when borrowing films or tapes. Cards and I.D.s will be kept until the borrowed material is returned.

-- Individual borrowers may borrow only one film or video title at a time. Campus groups and organizations may borrow one video title or one feature length 16mm film and two shrots for use in their programs.***

-- Borrowers may not charge admission when using Films or Videotapes nor may these materials be used for fundraising or other commercial purposes. Films and Videotapes may not be exhibited off-campus without the prior consent of the Media Librarian.

-- Videotapes in the collection bearing the label "For Home Use Only" are loaned to individual borrowers solely for their private use. They may not be used or shown as part of any public program.

-- Copying of copyrighted material in the film and video collection without the express written consentt of the copyright owner is prohibited.

-- Borrowers are responsible for the full replacement cost of lost material. In cse of damage, borrowers will be charged for repairs and/or replacement footage. Late fees are charged for overdue materials in accordance with University Libraries Policy.

II. For Classroom Use (Use in Regularly Scheduled Courses of Instruction)

-- Faculty, Students, and Staff may reserve films and video for use in class by visiting Media Services or by calling 932-4685 or 932-4976.

***NOTE: Some Films and Videotrapes in the Media Collection are for use solely in classes or in the Media Center. (List attached).

-- Written requests may also be sent to Media Services. When sending written requests, please include your Name, Department (or Organizational Affiliation), University Extension, and the Title(s) you wish to reserve, as well as the Date(s), Time(s), and Classroom Location(s) of your intended showing.

-- Our pink confirmation form is the Borrower's guarantee that a reservation has indeed been made. It is the Borrower's obligation to contact Media Services if a confirmation form has not been received in response to a written or phoned-in request.

-- A minimum of 72 hours advance notice is required when requesting delivery of software and projection equipment to classrooms. On shorter notice, software and projection equipment can be picked up at Media Services.

-- Films and Videos are available on a first-come first-served basis. Faculty are advised to reserve materil for classroom use as early as possible each semester or during intersessions.

CIRCULATION POLICIES

FORMAT	PATRON	LOAN PER.	# OF ITEMS	RENEWALS	PROCEDURE
Software Scripts	Public, Students, Staff	2 days	2 items	3	VTLS (/D)
	Grad stud., Faculty	30 days	no limit	3	VTLS (/D)
Records Tapes CDs	Music & TA Faculty,	90 days	no limit	none	VTLS (/D)
	Other Faculty	2 days	4 items	none	VTLS (/D)
Videotape[1] Laserdisc	Faculty, Staff	1 day[2]	2 items	none	Checkout Slip
16mm Film Filmstrips Slides	Follow regular booking policies and procedures				
Reserve material	Follow instructions on reserve shelf[3]				Checkout Slip

[1] - Faculty members may check out one or more videotapes and/or optical discs for longer than one day following the regular booking policies and procedures if they request. **This should be done for instructional use only.**

[2] - Videos checked out on Friday or Saturday will be due back on Monday.

[3] - The only exceptions to the policies posted on the reserve shelf will be for the individual who put the item(s) on reserve. They may check out any items that they have on reserve for up to one week (use a checkout slip). If they want the item(s) longer, they can take them off reserve and check them out following the usual policies and procedures.

* - Note: Some individuals (i.e. grad students checking out material for faculty) may recieve special permission in advance to check out materials that they would not normally be able to check out. These individuals will be listed alphabetically with thier circulation priviledges in the gray Special Permission box on the counter. This box will also contain names of wage employees who do not have staff I.D.s, but who are allowed to check out videos.

COLLECTION DEVELOPMENT AND SELECTION POLICIES

UNIVERSITY OF ARIZONA LIBRARY
FILM/VIDEO LIBRARY COLLECTION DEVELOPMENT STATEMENT

Purpose: To provide a collection of educational motion pictures and videotapes on a wide range of topics relating to university teaching and research representing subjects supported by the Library's general Collection Development Policy.

General guidelines: Films and videotapes are usually purchased to support instruction in University undergraduate and graduate classes. Titles specific to the fields of medicine and law are generally not acquired. Entertainment films and videos unless used to support classroom instruction are not purchased but may be accepted as gifts. Archival copies of University of Arizona produced films and videos are accepted as gifts for preservation and research. The rare purchase of research archives of film or video will require special consideration by the Library's Collection Development Committee and recognition of the archive's relationship to the University's areas of specialization.

a. Languages: Most films and videos are acquired in English. Films and videos in other languages may be selectively acquired. Gifts of films and videos in other languages are also accepted. Films and videos designed for laboratory practice for the learning of languages will not be acquired.

b. Chronological Guidelines: No limitations.

c. Geographical Guidelines: No area is excluded from subject coverage. Special consideration is given to films and videos treating subjects relevant to the Southwestern United States. Most films and videos acquired are produced in the United States.

d. Treatment of Subjects: Films and videos appropriate to use with college and adult audiences are acquired. A limited number of films that can be used by University students doing practice teaching will be added. Films and videos designed for televised course instruction will not be purchased.

e. Format consideration: Most materials will be acquired in videotape format. However, elements such as visual quality, anticipated regular presentation to large classes, study of the film medium, availability of a program only in the film format, archival nature of the subject, etc. will require purchase of film in some instances. Videodisc materials will be acquired only by specific request as an alternative to videotape or film. In general, the effort will be to purchase the most appropriate format. Catalogs and brochures of other film and video libraries and distributors are collected extensively.

Date of Production: Emphasis will be on current materials. Non current materials are acquired to fulfill specific instructional requests or for replacement of worn out or damaged titles that remain in demand. Films of exceptional quality will be archived rather than withdrawn when it is necessary to stop regular circulation due to age or damage to the film or video.

Other considerations: Special collections in the Film Library include the commercials and public service announcements of the National Advertising Council and the Western Way archive. Gifts: Only lawfully made or purchased films and videotapes will be accepted as gifts. The general guidelines stated in the University Library Gifts Policy will be followed for film and video materials.

B. Travers
Revised 6/89

UNIVERSITY OF CALIFORNIA, BERKELEY

COLLECTION DEVELOPMENT POLICY FOR AUDIOVISUAL MEDIA

CONTENTS

I. General objectives

II. The MRC core collection

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        2. Subject areas
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III. Special collection: Film study support

IV. Other campus media collections

    A. Pacific Film Archive
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    C. Slide Collections
    D. Language Laboratory
    E. UC Extension Media Center

V. Service considerations

    A. Use limitations
    B. Class reserves
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COLLECTION DEVELOPMENT POLICY FOR AUDIOVISUAL MEDIA

This policy covers audiovisual materials other than machine-readable date files. Such files will be covered in a separate policy statement.

I. GENERAL OBJECTIVES

The Media Resources Center (MRC) is responsible for acquiring, housing, and providing access to the General Library's principal collections of materials in audiovisual formats.

The Center's materials are intended for on-site use. These materials do not circulate except for occasional short-term loan to faculty for classroom use. In addition to making accessible this core collection of materials, the Media Center serves as the primary facility on campus for on-site viewing of and listening to materials deposited by faculty or purchased by the Library for course reserve use.

The Center's central collection covers a broad range of subject fields in general support of undergraduate curriculum and study. In acquiring materials for this collection, emphasis is given to titles which are of potential interest to more than one discipline.

Research materials--i.e., those highly specialized non-print materials needed for research in a specific field--are the responsibility of the appropriate General Library selector for the subject or area concerned. They should be purchased on the corresponding Library book fund, and may be housed in MRC or in the purchasing unit. Similarly, media materials accompanying printed works acquired for various Library collections may be housed in the Media Center, if in a format which can be accommodated by the Center.

The Media Librarian will advise other selectors regarding the availability of non-print materials in their fields, and will welcome recommendations for the core collections. The Media Center also maintains a collection of standard media reference sources and vendor catalogs for non-print materials. These resources are available for use by selectors and the general public.

The Media Resources Center Collection is a working collection. It is not intended to have an archival function. The collection will be reviewed periodically for withdrawal of inactive materials. Preservation efforts will primarily consist of selective replacement of materials through purchase of new copies or permission to reproduce.

II. THE MRC CORE COLLECTION

A. Scope

1. Level: Emphasis is on materials appropriate for undergraduate level study.

2. Subject areas: All fields of undergraduate study covered by Moffitt's book/serial collection policy are appropriate for the Media Center's collection. Materials providing broad curricular support have priority over specialized materials with limited audiences.

3. Material Genres: Focus is on substantive informational, documentary, literary, and dramatic materials. Purely recreational materials (e.g., hobby, vocational, and self-help works) are generally not collected. Works that are primarily musical in nature are collected by the Music Library and are not included in the core collection (see IV.A.1. below).

4. Chronological Guidelines: No limits.

5. Date of Publication/Distribution: Emphasis is on currently released materials.

B. Media Formats

1. Inclusions: For its core collection, MRC currently acquires materials in the following formats:

a. Audiocassettes

b. Videocassettes: Both 3/4" UMATIC and 1/2" VHS. Because of the greater durability and better resolution of 3/4" cassettes, the greater availability of appropriate materials in this format, and the predominant use of UMATIC hardware by other campus media units, 3/4" format is generally preferred to 1/2" VHS.

c. 2" x 2" slides and slide/tape kits are collected very selectively.

d. Phonorecords: Collected only when the material is not available in audiocassette format, and only where permission to dub to cassette is obtainable.

e. This policy will be reviewed regularly, and consideration will be given to its revision to accommodate new and evolving technologies and changing campus needs.

2. Exclusions

The MRC will not collect the following forms, due principally to considerations of availability and cost of materials, equipment and service.

a. 8mm, 16mm, or 32mm film.

b. Audio materials on reel-to-reel tape.

III. SPECIAL COLLECTION: FILM STUDY SUPPORT

Media Resource Center Cinema Core Collection

To meet the needs of film study curricula on campus, MRC will build and maintain a basic-level collection of classic cinema works in videocassette format. The justification for such a collection rests on the fact that this medium constitutes the actual substance of study for most film studies courses. In building this collection, the limits of the Pacific Film Archive's collection (see IV.A. below) as support for basic study in this area are also recognized.

The development and maintenance of a film study collection poses a number of special problems. The potential universe from which a core collection must be selected is extensive, and works in the genre are frequently costly. Because the film is a very popular art form, control of non-academic use in a unit with limited resources of staff, space, and equipment poses substantial problems. The direction and intensity of MRC's collection in the field of cinema must in part be determined by these factors, as well as by current copyright and licensing restrictions.

Initially, the core collection of materials acquired to support film studies will contain one hundred broadly representative works of international cinema selected by the media Librarian in consultation with faculty. Growth of the collection will be strictly controlled thereafter. The duplication of existing PFA holdings will be avoided as much as possible.

IV. OTHER CAMPUS MEDIA COLLECTIONS

The MRC will avoid building its collections in media genres or subject areas which overlap with existing specialized collections on campus:

A. Pacific Film Archive

The Pacific Film Archive in the University Art Museum is one of the premier centers for the study and exhibition of international cinema works in the United States. The Archive offers regular public screenings of materials in the collection, and also makes its holdings available for on-site viewing by individuals or classes for a fee.

Although it is an extremely valuable resource, this collection cannot be viewed as comprehensive or as totally adequate for support of effective study of basic film history. The Archive's collection comprises a broad range of classic and contemporary works. However, because this collection has largely been built through outside donations and continues to rely on this type of external support, it is characterized by notable strengths (e.g., West Coast avant garde works, Soviet cinema, and Asian cinema) and equally marked gaps.

B. Music Library

The Music Library is the primary General Library source for non-print materials dealing with the study of music. The Morrison Room in the Main Library provides recreational listening facilities. MRC will, consequently, not collect items which are primarily musical in nature.

C. Slide Collections

Both the Art History Department and the Architecture Department maintain extensive slide libraries for their respective fields; MRC will not concentrate on collecting in this medium for these fields.

D. Language Laboratory

The campus language lab has unique study facilities. The General Library's collection of sound recordings in this area has been transferred to the lab. MRC will not collect foreign language instruction materials.

E. UC Extension Media Center

The University of California Extension Media Center offers rental of documentary and educational films and videotapes to the general public, including the campus community. Approximately ten percent of the Center's film holdings are also available for purchase. The Center's catalog of its film and video holdings (Lifelong Learning: Media Resources) is available at the General Reference desk and in the Moffitt Media Resources Center.

V. SERVICE CONSIDERATIONS

A. Use Limitations

In view of the limitations on available viewing facilities, priority for use of the media collection will be given to students and faculty of the University. Where demand exceeds the service capabilities of the MRC, priority will be given to course-related use.

B. Class Reserves

Academic departments or individual instructors may place personal copies of media on reserve at any time, if these are not restricted by copyright. Reserve materials may be recommended by faculty or other instructional staff for purchase. These will be considered insofar as they meet the criteria outlined in this document, and to the degree that funding is available.

C. Copying, Leasing, Renting of Materials

The Educational Television Office is the central campus resource for the production of video programming. MRC will use ETO's services for off-air taping of programs for which license rights have been secured. The MRC will under no circumstances perform its own off-air taping.

In all matters pertaining to the copying of media materials, the Media Center will strictly comply with existing U.S. copyright law, specifically the strictures outlined in U.S. Code Title 17, Section 106. Circulation and exhibition of MRC materials will conform strictly to producers' licensing agreements.

DRAFT

COLLECTION DEVELOPMENT POLICY

AUDIOVISUAL COLLECTION

I. *Mission Statement*

Perkins Library System, in support of the curriculum of Trinity College, recognizes nonprint formats as important and useful media for the preservation and communication of educational information and for cultural enrichment.

II. *General Objectives*

The Reserve and Media Department is responsible for developing, housing and providing access to the Library's principal collection of nonprint media in support of Trinity College's undergraduate curriculum in the humanities and social sciences.

The media librarian encourages recommendations for the purchase of nonprint materials from collection development selectors and faculty.

III. *Funding*

Matching monies are sought from academic departments or programs requesting nonprint material in an effort to extend limited library monies.

Research materials selected by faculty members for purchase on research funds should be ordered through the Library. (See Collection Development Policy #--.)

IV. *Scope of Collection*

Level: Emphasis is on material for undergraduate studies.

Subject areas: Materials for all humanities and social science courses of study are purchased with emphasis on media to support the Film Studies Program. Materials of interdisciplinary interest are preferred and given priority in selection in order to insure maximum utilization of expensive materials. Instructional films are not collected.

Language: No limitations, although the English language is primary. Foreign language films are purchased with English subtitles. (Foreign language films without subtitles are collected by the Language Laboratory Learning Center, Room 114, Language Building.)

Chronological guidelines: No limitations

Geographical guidelines: No limitations

Date of production: Emphasis is on currently available material although copies of early feature, experimental and documentary nonprint materials are sought from private collectors.

V. *Selection Criteria*

The following factors are considered in selecting titles for purchase:

Funding available
Curricular relevance
Effectiveness of presentation
Interdisciplinary nature
Quality of technical production

VI. *Formats and Types of Materials*

The following formats and types of material are collected:

1. **Audio cassettes** (or disc recordings if cassettes are not available)[1]
    - Spoken word
    - Film soundtracks
    - Radio Canada International Recordings[2]
    - North Caroliniana
    - Southern Americana
    - Duke authors as defined by the Rare Book Department
2. **Video cassettes** (1/2 inch VHS and 3/4 inch U-Matic formats)
    - Animated
    - Avante garde/experimental
    - Documentary
    - Feature films
    - North Caroliniana
    - Southern Americana
    - Duke authors as defined by the Rare Book Department
3. **35mm slides**[3]
    - Documentary
    - North Caroliniana
    - Southern Americana
4. **16mm films**
    - Animated
    - Avante garde/experimental
    - Documentary
    - Feature films
    - North Caroliniana
    - Southern Americana
    - Duke authors as defined by the Rare Book Department

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[1] TheDepartment of Music maintains a Record Library to support music courses.

[2] Received on deposit and made available through Interlibrary Loan to other institutions.

[3] The Department of Art maintains an art slide collection in various formats for use by Art faculty members.

Duke University Campus

Where specialized resources already exist on campus, the Media Department will not duplicate them.

The **Language Laboratory Learning Center** maintains facilities and resources for the study of languages. The Center will collect foreign video cassettes in the original language which will be listed in the Perkins Library *Film and Video Catalog*.

The **Media Department** will collect foreign films with English subtitles for the support of the Film Program. These may also be of value to foreign language faculty.

The **Manuscript Department** in Perkins Library acquires audio and video recordings for research use. These recordings normally have the following characteristics:

They are not available commercially;
They are original or master recordings; and
They form an integral part of a larger manuscript collection or other special collection.

University of North Carolina at Chapel Hill

The Nonprint Department of the R. B. House Undergraduate Library and Perkins' Media Department honor a cooperative agreement for collection development and the lending of 16mm films.

Drafted by Jane Snyder
August 17, 1987

Wong Audiovisual Center
Collection Development Policy

I. PROGRAM INFORMATION

a. Purpose of Audiovisual Collection

To provide a collection of audiovisual resources in a variety of formats in all fields (science, the humanities, and the social sciences) to support curriculum requirements and research needs at all university academic levels. Emphasis is given to the acquisition of materials which support instructional objectives. But instructional materials which meet only the narrow objectives of one course are usually excluded.

To provide a reserve media collection for items requested by faculty.

To complement University programs such as the Learning Assistance Center with materials on basic skills instruction, career guidance and college and university guidance materials.

To make available a video collection of classic feature fims.

To provide a recreational media resource.

Popular feature films are excluded except when requested by faculty for courses or for research.

The media collection is not evenly divided among subject areas. Not all subjects are equally suited for video or audio presentation, nor are all subject areas equally represented in the audiovisual market, e.g. classic drama, dance, art, public affairs, ethnographic studies are especially suited to video treatment.

The audiotape collection should include foreign language instruction tapes for all major languages. (Only students enrolled in language courses have access to language lab facilities.) Recorded books are excluded. For poetry, an author reading his/her own work is preferred.

b. Other Resources

The Audiovisual Center is the main collection of media on campus. Very few AV materials are owned by departmental libraries. The high cost of videotapes often makes their aquisition by departments and faculty prohibitive. Exception: The Medical School, the School ofNursing, and the Dental Hygiene Program take care of their own AV needs. The music department has turned over its collection of phonodiscs to the AV Center.

II. COORDINATION OF COLLECTING RESPONSIBILITIES

Most AV purchases are initiated by faculty request. Primary responsibility for collection development is held by the AV librarian. All orders are reviewed by the Head of Sinclair Library. When faculty request expensive videotapes other faculty and/or library subject specialists are consulted. In general, other library selectors are involved in the selection of media as much as possible.

Music related audiovisual materials are selected by the music selector.

III. DESCRIPTION

a. Languages: Primarily English language. Exception: representative foreign language feature films, documentaries from Asia and the Pacific Islands.

b. Chronological parameters: No limitations.

c. Geographical parameters: An effort is made to collect as comprehensively as possible for Hawaii and the Pacific. A preservation copy of each item is kept in an air-conditioned, dehumidified vault. A use copy is kept in the AV Center. Emphasis on Western and Asian cultures. Representative coverage of other parts of the world, e.g. Africa, Middle East, Latin America.

d. Date of publication: Emphasis is on materials currently issued. Retrospective materials are acquired to replace damaged items or to fulfill special requests. Some effort is made to retrospectively acquire classic documentary films of lasting value.

e. Types of material

1. Audio: The preferred format for music is compact disc. Cassette tapes are ordered for spoken material and when music, e.g. Hawaiian or Pacific Island, is available only in this format. Phonodiscs are purchased only when recorded music is not available on compact disc. Phonodiscs are preferred over cassette tapes when music is available only in these two formats.

2. Visual: The preferred format for use copies of moving images is VHS videotape. 16mm films are purchased only when the item is not available in video format or if cinematic quality is critical. Videodiscs (museum collections, classic films with commentary, operas) are very carefully and selectively added to the collection. Kits, slides and filmstrips (except for Hawaiian and Pacific) are almost never purchased.

f. Treatment of subject: Only materials of interest to a college level audience are acquired (Exception: Hawaiian and Pacific materials are collected for all levels).

IV. SPECIAL CONSIDERATIONS

1. Approval plan relationship: Audiovisual materials are not normally received on approval plan (Exception: some mixed media).

2. Preservation Considerations: The 16mm or 3/4" format is sometimes preferred over the VHS format for

preservation copies of Hawaiian and Pacific moving images.

V. ADDITIONAL OR SUPPLEMENTAL CONSIDERATIONS

Selection Criteria for Videos

1. Videos used in large classes, several courses or sections and videos of an interdisciplinary nature receive higher priority for AV Center funds. Videos which have a more specialized audience and fewer potential users receive lower priority.

2. Probable useful life.

3. Balance within existing collection/amount of similar material in collection.

4. Relation to University's areas of excellence.

5. Purchase price.

6. Availability from other local/national sources.

7. Rental more appropriate.

8. Accuracy, currency, appropriateness, technical quality, objectivity, length.

9. Aesthetic/cultural value. (Has the film won awards?)

10. Favorable printed reviews (by content specialists).

11. Known to public, e.g. PBS programs and other documentaries aired on TV..

12. Personal knowledge of title on part of Head of Media Center, Library subject specialist, faculty or students.

13. Subject area not generally included in collection.

14. Expensive videotapes should be previewed by faculty and/or library staff before purchase.

COLLECTION DEVELOPMENT GUIDELINES

MEDIA CENTER
UNDERGRADUATE LIBRARY

Charles Forrest
Spring 1988

I. DESCRIPTION

A. Purpose: The purpose of the Media Center collection is threefold: 1) to support the University's curriculum by providing appropriate non-print instructional materials to be viewed in the Media Center, as well as to be used by teaching faculty in the classroom; 2) to make available materials which are only available, or are most useful, in non-print formats (e.g. motion pictures, theatrical productions, demonstration and tutorial tapes); and 3) to maintain and provide access to microform holdings in the Undergraduate Library, and to those microforms approved for purchase from non-print funds and held in the Media Center.

The Media Center:

1) serves as the principal audiovisual collection for the University library;
2) supports a reserve collection of items required by teaching faculty;
3) collects materials which support and enhance instruction;
4) provides textual and non-textual microforms; and
5) offers research materials in mediated formats.

While it holds none in its own collection, the Media center makes 16mm films available through interlibrary loan from the Lincoln Trails Library System. The Center also maintains a collection of catalogs from rental sources, including the University of Illinois Film Center.

B. History of Collection: Planning began in 1976 for a Media Center which would support instruction both directly through class related assignments requiring use of nonprint material, and indirectly through the provision of individually retrievable non-print material and ready access to equipment. Designed to incorporate all microforms and nonprint material previously held in the Undergraduate Library, including the equipment, programs and services of the Audio Center, the Media Center was officially opened in October of 1978.

During FY78, $22,000 in non-recurring funds was spent by the Undergraduate Library on nonprint acquisitions. The initial purchases were concentrated in the social sciences and humanities and included theatrical productions, motion pictures, readings of non-fiction, in addition to a large collection of critical lectures on literature.

In 1980, the Acquisitions Policy Committee appointed a subcommittee for nonprint acquisitions, with representatives from each council within the Library. The Nonprint Subcommittee conducted three rounds of competition each year, allocating a fund of approximately $20,000.00.

In 1984, the Collection Development Committee approved a change in the procedure for nonprint requests which would enable each fund manager to request from $100 to $500 during each of the three periods during which funds are expended each year, without requiring committee review. Such requests are granted routinely and orders for material placed automatically. In 1988, the Collection Development Committee approved elimination of the $100 minimum for such requests.

C. Estimate of Holdings:

audio cassette	3,400
phonodisc	6,000
filmstrip	350
slide	14,000
videocassette	2,000
videodisc	700
microfilm	5,000
microfiche	54,000
Total items	85,450

D. State, Regional and National Importance: The Media Center collection is a restricted circulation collection, so its primary significance is to the on-campus student and faculty population.

E. Unit Responsible for Collecting: Collection development and selection of materials is the responsibility of numerous bodies and individuals. Teaching faculty participate actively in collection development for the Media Center by making purchase recommendations to the Nonprint Subcommittee.

1. NonPrint Subcommittee of the Collection Development Committee: This subcommittee is responsible for distributing the nonprint fund. During each of three rounds of competition annually, teaching faculty apply to the subcommittee through Library fund managers for nonprint materials costing more than $100.
2. Unit for Cinema Studies: This Unit has a separate allocation for acquisition of nonprint materials for the Media Center administered by the English Library. Selection is done by teaching faculty in the Unit in cooperation with the Cinema Studies bibliographer.
3. Departmental Librarians: Any librarian may select materials for the Media Center and purchase them using individual funds. In most cases, these acquisitions are for items costing less than $100.
4. Media Coordinator: The Media Coordinator in the Undergraduate Library supervises the selection and acquisition processes outlined above, including placing orders on the nonprint fund, claiming for non-receipt, coordinating the three rounds of nonprint competition annually and serving as an ex officio member of the Nonprint Subcommittee.

F. Location of Materials: All materials purchased on nonprint funds are located in the Media Center in the Undergraduate Library. Occasionally, microforms purchased with these monies are housed in the departmental libraries which can accomodate the format.

G. Citations of Works Describing the Collection:

Videorecording in the Media Center in the Undergraduate Library: A Holdings List. Prepared by Luella Carter and Charles Forrest, September, 1984- (updated annually).

Catalog of Movies (Feature Films) UIUC Library Media Center. Robert M. Jones (Cinema Studies Bibliographer), February 1988 (updated regularly).

II. GENERAL COLLECTION GUIDELINES

A. Languages: No restrictions, but mostly English. Non-English material with English subtitle is preferred.

B. Chronological Guidelines: No restrictions.

C. Geographical Guidelines: No restrictions.

D. Treatment of Subject: The level of collecting is instructional, though much of the collection, especially motion pictures and television programs, can serve as primary social documents for research. The Media Center is a format-based collection in two broad categories: media materials and microforms. The media collection contains feature films, television broadcasts, documentaries, theatrical productions, musical performances, teaching modules, lecture tapes and the like. The microform collection consists of two major parts: news resources such as the New York Times and Newsbank; and microform editions of many titles in the periodical collection in the Undergraduate Library. It also includes resource files such as the Vandamm Theater Collection and publications of the American Film Institute.

E. Type of Materials: Appropriate materials collected in any format the Media Center can accomodate. Supported formats include: 1/2" VHS videocassette, 1/2" Betamax videocassette, 3/4" Umatic videocassette, laser-optical videodisc (CAV/CLV), Slides w/wo audiocassette, Filmstrip w/wo audiocassette, Audiocassette, Kit (multi-format packages), and Microforms (fiche or film).

F. Date of Publication: No restrictions, but mostly current materials.

G. Place of Publication: No restrictions, though format and standards compatibility considerations lead to a predominance of domestic material.

III. COLLECTION RESPONSIBILITY BY TYPE OF MATERIAL, LEVELS OF COLLECTING INTENSITY, AND ASSIGNMENTS

TYPES	ES*	CL*	DL*	ASSIGNMENTS
Media materials	2**	2	2	NON-PRINT
Microforms	2	2	2	NON-TEXTUAL

* ES = Existing strength of collection
CL = Current level of collecting
DL = Desired level of collecting

** 1 = General
2 = Instructional
3 = Comprehensive Research
4 = Exhaustive Research

INDIANA UNIVERSITY LIBRARIES
COLLECTION DEVELOPMENT POLICY
December 1988

COLLECTION: Media
LIBRARY: Main Library

COLLECTION DEVELOPMENT
LIBRARIAN: Kris Brancolini

Narrative

1. GENERAL OBJECTIVES AND SUBJECT BOUNDARIES: The purpose of the Media collections is to support the instruction and research needs of Indiana University faculty and students. Media includes materials in three audiovisual formats: audiocassettes, 3/4" (U-matic) videocassettes, and 1/2" VHS videocassettes. Audiocassettes and videocassettes differ in two important ways that affect collection development, relative cost and characteristics of the media. Therefore, collection development decisions must frequently consider these two media separately.

Media includes collections of educational audiocassettes and videocassettes. Popular feature films are excluded except as requested by faculty for courses or for research. Instructional materials, defined as meeting the narrow objectives of one particular course, are excluded. Most audiocassettes of music are excluded; field recordings of the music of indigenous people, which are used by anthropologists, are included.

As the Media collections support all academic programs in the university, they include all subject areas. However, the video collection is not evenly divided among subject areas. Not all subjects are equally suited for video presentation, nor are all subject areas equally represented in the video market.

2. SCOPE OF COVERAGE: Languages: Video: English and any other language with English subtitles. Foreign language productions without subtitles are excluded. Audio: English language materials predominate but no language is excluded. Chronology: Priority is given to materials produced within the past ten years. Geography: Video: Although the collection includes materials produced thoughout the world, most must be obtained through United States distributors due to compatibility problems. Video productions from most foreign countries are incompatible with equipment manufactured in the United States. Audio: Materials from any country would be purchased but materials produced in the United States predominate due to availability.

3. FORMATS COLLECTED: Inclusions: videocassettes in the 3/4" and 1/2" VHS formats (NTSC); audiocassettes. Exclusions: all other audiovisual formats.

4. RELATED COLLECTION DEVELOPMENT POLICIES: The Cinema collection includes video materials on film studies and feature films. Because Cinema supports foreign language materials, it has purchased foreign language feature films without subtitles.

Materials collected for Cinema are housed in the Media Services Department.

The Education and Library Science collections include audiovisual materials. The Halls of Residence Libraries collect audiocassettes and videocassettes, primarily for recreational purposes; however, the videocassette collections include some foreign and classic films.

Other subject collections' highly specialized video materials are housed in the Media Services Department. The Media fund has contributed to the joint purchase of video materials. "Fund Manager Guidelines to Media Purchases" have been prepared for fund managers who would like to request the purchase of a particular title, or participate in a joint purchase.

5. OTHER RESOURCES: The Audiovisual Center Film Library collects 16mm films and videocassettes on a variety of subjects.

The Black Film Center/Archive, which is part of the department of Afro-American Studies, houses a collection of black films. These films have substantial participation by Afro-Americans as writers, actors, producers, directors, musicians, and consultants, or depict some aspect of black experience.

The Kinsey Institute for Research in Sex, Gender, and Reproduction has a collection of erotic/pornographic films that constitutes a unique resource for research.

6. SELECTION CRITERIA: The Media fund manager will purchase any faculty request that falls within the collection development policy and for which adequate funds exist. If the fund manager does not purchase a videocassette on the Media fund, the fund manager will explore rental sources and other funds that may be willing to purchase the title. Once an item has been determined to fall within the collection development policy, it is evaluated according to the following specific criteria:

- Accuracy
- Timeliness of the information
- Level of treatment
- Technical quality
- Aesthetic appeal
- Relative cost

The fund manager makes every effort to assure acquisition of the best audio and video materials available. The fund manager relies on critical reviews for most selections. However, the fund manager may preview a video title when: 1) the title has not been reviewed; or 2) the evaluations of two or more reviewers conflict. The fund manager regularly consults the following review sources: Booklist, Choice, Library Journal, and Sightlines.

All purchases are subject to approval by the fund manager. The fund manager reserves the right to return to the distributor materials that do not meet expectations with regard to content or quality.

The 3/4" video format continues to be the priority format for videocassette purchases. The only exceptions are when a title is available only on 1/2" videocassette or is at least 25% less expensive on 1/2" than on 3/4".

Collection Development Policy Statement:
AVERY FISHER CENTER FOR MUSIC AND MEDIA

I. Purpose

The Avery Fisher Center for Music and Media has been founded with the purpose of providing access to all forms of communications media: audio, visual, and data. It is the nature of these technologies to be constantly evolving, and this has given rise to a variety of media and formats, each with its own special strengths. Because of the diversity of formats of media, only the major ones will be systematically collected and made available within the academic environment of New York University.

Although practical necessity dictates that initial acquisitions be focused within certain subject areas, the materials of the Avery Fisher Center will be accessible on an equal basis to all students and faculty throughout the University. The areas chosen for the initial collection have been selected because they will serve a diverse, interdisciplinary constituency - one that includes most schools and many departments. Eventually, selection will expand to include disciplines of interest to a wider range of departments within the University. Wherever possible, the Avery Fisher Center will cooperate with other departments of the University in efforts to secure funding to acquire major series and works of interest to their programs.

Titles will be acquired that emphasize the strengths of the University and/or supplement the special holdings of Bobst Library such as:

- Fales Library: French and Italian screenplays, novels on film
- Script Collection: screenplays, theater and television scripts
- Tamiment Library: history of the labor unions and radical political movements
- Verdi Archives

II. Scope

A. Included

1. Those subjects which lend themselves especially well to presentation through the use of media, particularly where there is a dearth of materials for study or research in more traditional formats, will be given the highest consideration. The relationship of the topic to the format of presentation must also be appropriate.

2. Interdisciplinary productions will receive the highest priority.

3. For any given topic, an effort will be made to determine how a particular work compares to others on the same subject. Only the best, or most representative, productions will be acquired.

4. The materials acquired must be appropriate for undergraduate or advanced level users.

B. Excluded

1. Material requiring equipment or facilities currently unavailable in the Avery Fisher Center.

2. Works intended exclusively for classroom use and considered inappropriate for use by individuals.

3. Titles that do not meet normally accepted minimum levels of technical quality.

III. Types of Formats

A. Moving Image

1. Scope:

VHS half-inch videocassette will be the standard format for the video collection. An exception will be made in those rare instances where the same title is available on laser videodisc. This format will be acquired because of its superior durability. When a title is only available in 3/4 inch U-matic cassette, it may be acquired if high usage is assured and it is judged to be of unusually high quality or importance. Due to the significantly higher cost for purchase and maintenance, film formats will not be acquired.

2. Focus:

As a reasonable amount of depth is developed within the video collection for the subjects outlined below, new disciplines will be added to include the social sciences and science. While subjects outside the focus areas will not be actively developed initially, requests for titles will be considered on a case-by-case basis.

a. Cinema: Primary emphasis will be on the most important works of the major directors worldwide in both the documentary and narrative forms. The collection will also include a representative sample of works by independent artists, especially those who are NYU graduates. An effort will be made to acquire the recorded versions of the titles in the Script Collection and the Fales Library's collection of screenplays.

b. Dance: Performances of all styles of dance, both contemporary and historical, will be considered. Special attention will be directed to those works specifically choreographed for video. Biographical and historical documentaries will also be considered.

c. Film and Television: All genres of original video productions will be selectively acquired, including documentary, narrative, and videoart. In cooperation with the faculty of the Institute of Film and Television, the outstanding undergraduate and graduate student productions in both film and video will be selected and added to the collection on an annual basis. Those works produced as films will be transferred to videocassette to facilitate their storage and access.

d. Music: The collection will concentrate on those productions in which performance enhances the understanding of music. The categories acquired will follow the guidelines of the policy statement for Music. Operatic works and those productions appropriate for the study of ethnomusicology will receive special attention.

e. Musical Theater: Performances of musical theater productions will be acquired. Works illuminating the dramatic process or that are significant examples of set design, costumes, etc., will also be considered.

f. Drama and Performance Studies: Selections will represent the broad spectrum of Western and non-Western performance traditions, from theater and dance to ritual and popular entertainment.

g. Journalism and Mass Communications:
Works dealing with the news media's coverage of war, peace, and nuclear disarmament issues will be emphasized. An effort will be made to acquire productions that provide an international perspective on these topics.

B. Sound Recordings

1. Scope:

Wherever possible, audio recordings will be acquired on compact disk because of its superior fidelity, durability, and programmable features. In other cases, cassettes will be acquired. The phonograph record is the least desirable format.

2. Focus:

a. Music: The selection of musical recordings will be determined according to the priorities indicated in the policy statement for Music.

b. Foreign Language Instruction: Foreign language recordings for use in the Language Laboratory will be provided by the department giving instruction.

c. Literature: Readings of poetry and other literary forms will be acquired. An effort will be made to comprehensively collect the works of William Shakespeare.

d. History: Recordings of speeches and other newsworthy events will be considered as primary source material.

e. Radio: Examples of dramatic, documentary, and historical radio broadcasts will be selectively acquired.

f. Sound Effects: These will be gradually added to support departments teaching media production.

C. Microcomputer Software

1. Scope:

Operating systems environments to be used are those appropriate to microcomputers fully compatible with IBM standards and Apple's MacIntosh computer.

2. Focus:

General applications (i.e., word processing, data base management systems, spreadsheets, and a limited number of software utilities which facilitate the use of other programs) will be acquired. Instructional and tutorial programs will be acquired to assist patrons in learning specific programs. No special effort will be made to acquire programming languages since programmers have access to a wide variety through the Academic Computing Facility.

D. Still Image

1. Scope:

This kind of material will be acquired on laser videodisc. Since filmstrips do not work well with adult audiences, they are unlikely to be added to the collection. Photographs, posters, and other similar reproductions will not be acquired.

2. Focus:

Although open to all subjects, acquisition of still images will be extremely selective.

E. Print Resources

Indexes and directories, especially of a locational nature, will be selectively acquired for all the media formats. Directories of microcomputer software will be acquired only where appropriate and consistent with available hardware. An effort will be made to acquire special mediagraphies in subject areas appropriate to the University's diverse programs. A file of catalogs from dealers and distributors will be maintained for all software formats and types of audio-visual and personal computer equipment. Indexes and directories of media and microcomputer hardware will be selectively acquired.

IV. Future Directions

A. Microcomputer Software

The initial acquisition of general application software should be considered an introductory phase. As experience is gained in the processing and management of software, it is expected that the selection criteria will be expanded to include subject-specific programs appropriate to courses within the University.

B. Technology

It is difficult to predict exactly which communications technologies will emerge in the years ahead. However, there are two areas where future expansion can be anticipated: interactive video workstations and the intra-university transmission of video signals. The former is an area of tremendous potential for training students in what amounts to an entirely new dynamic of communication. It is a merging of microcomputer and video technology to create programs that are extremely versatile. The latter builds upon existing software strengths and extends its accessibility throughout the University by delivering information beyond the physical limitations of the library directly into classrooms, offices, or even dormitories.

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rev 8/86

NORTHWESTERN UNIVERSITY LIBRARY
MEDIA FACILITY

VIDEOTAPE SELECTION POLICY (OCTOBER, 1988)

Principal Selector:

Stephen Marek, Assistant Undergraduate Services Librarian and Head of the Media Facility.

RLG Conspectus Code:

3E

General Purpose:

The videotape collection, which is non-circulating, supports the instruction and research needs of Northwestern University faculty and students. The video collection may include all subject areas related to Northwestern University's curriculum and research interests. It includes outstanding titles in the humanities, social sciences, and natural sciences. All titles in the collection are cataloged and represented in LUIS, the Library's computer catalog.

Formats:

The Media Facility presently collects two video formats: laserdisc and 1/2" VHS videotape. Videotapes are not acquired in the BETA format. If suitable playback equipment becomes available at some future date, titles may be acquired in the 3/4" U-Matic format if they are unavailable in 1/2" VHS, or in the PAL or SECAM broadcasting system, rather than just the North American NTSC standard. As video technology evolves, careful consideration may be given to other formats.

Technical Quality:

While high technical audio and visual quality (i.e., at or near professional broadcast standards) is preferred in the video collection, it is recognized that it may not always be possible to meet such exacting standards, particularly with regard to research materials (as opposed to materials to support instruction). Field recordings, off-air recordings, and certain categories of material such as silent films, frequently fail to meet the highest possible standards for technical quality. Nevertheless, most commercially available titles selected to support instruction will - and must - meet these professional broadcast standards. In all cases, titles whose picture and sound quality fail to adequately convey the content will not be selected.

Types of Material Selected:

The video collection has three main facets: documentary films, performing arts, and classic (feature) films. A wide number of criteria are applied to selections in all these areas. These criteria may include, but are not necessarily limited to, the following:

1. Timeliness of the information
2. Level and quality of treatment
3. Technical quality and format
4. Aesthetic appeal
5. Anticipated use levels
6. Cost

The principal selector relies on critical reviews for most selections. The Head of the Media Facility regularly consults the following review sources: Choice, Library Journal, Landers Film Reviews, Video, Video Review, and film reviews in The New York Times. Scholarly monographs, such as Everson's American Silent Film, are often consulted for retrospective acquisitions.

Documentary Films:

Titles in the documentary film collection may cover all subject areas and are selected to support the instruction and research needs of the faculty and students. English language material predominates, with little foreign language material in the collection. Preference is given to films that are unique in their approach or treatment and that will significantly enhance the learning experience. Because they are generally very expensive to purchase, preference is also given to documentary films that have been reviewed favorably and that are likely to be of sustained interest to more than one faculty member or discipline at Northwestern University. Television news specials that are in the public domain (political conventions, Presidential debates and speeches, etc.) are collected on a comprehensive basis. PBS programming which can be acquired very inexpensively through off-air recording licenses is also added on a comprehensive basis.

Performing Arts:

Videotapes are acquired in the broad areas of drama, opera and classical music, and dance. Because of their broad interdisciplinary appeal and the limited number of new releases each year, drama and opera videotapes are acquired on a sustained level adequate to support undergraduate and most graduate instruction (although at less than research intensity). Different performances of the same title may be acquired. However, general interest videotapes of classical music performances are not acquired unless they have a special and significant pedagogical value. Dance titles (both ballet and modern dance) are acquired very selectively to support a basic collection. Instructional or training titles in the performing arts are not acquired, since these are the audio-visual equivalent of textbooks, which the Library does not purchase.

Classic Films:

The classic (feature) film collection supports the Radio/TV/Film department in the School of Speech as well as a broad range of courses in the College of Arts and Sciences. The collection covers the chronological period from silent films to about 1970. Current popular feature films are not acquired except by special faculty request to meet a specific curricular need. Foreign films in the original language without subtitles are not collected, but are instead available at the CAS Language Laboratories, where they support foreign language instruction.

Phonograph Record Library

I. General Collecting Guidelines

A. General purpose

Departmental: to support with recordings the teaching program of the Department of Music, which offers courses in all periods of music history, courses in theory and composition, courses in non-Western music and in jazz, and several introductory courses for non-concentrators; and to provide listening materials which students and faculty members may need for background and reference use in connection with course preparation, research and educational self-development.

Non-departmental: to permit Princeton students and non-music faculty to enhance their education in Western and non-Western musical cultures by the study of representative recorded examples from those cultures; to provide a repository of disc recordings for departments needing such a repository but lacking one.

B. Subjects excluded

Active collection is confined to music. Western classical music is heavily emphasized, but no types of music are categorically excluded. Gifts or deposits by another department of disc recordings may be accepted if no better alternative exists.

C. Overlap with other collections or subjects: division of responsibility

Listening Center: acquires only cassettes of spoken material.

Language Laboratory: spoken language material only; as in case of Listening Center, no overlap except in the most general sense ("recorded material").

Theatre Collection: some overlap in the field of musical comedies.

Music Collection: in general the two collections overlap in subject but not in format. However, the Record Library houses numerous copies of scores needed for classroom use, thus duplicating in part the score collection in Firestone. Some reference books and cataloguing materials needed for the acquisition and processing of records are held by both collections.

Other departments: the subject matter overlaps with that of several departments, such as the language and literature departments (e.g., song texts) and Anthropology (i.e., ethnic music), but the unique format prevents duplication, for the most part. A few periodicals which are vital tools in record selection are received by the Record Library although they duplicate titles received and held elsewhere.

D. Languages collected and excluded

Not applicable.

E. Geographical limits

None except those dictated by practical circumstances.

F. Chronological limits

None.

G. Retrospective acquisition

Effectively none; basically not applicable.

H. Types of material collected and excluded

Collected: long-play disc recordings; cassettes; open-reel tape recordings.

Excluded: recordings in other formats except: as gifts; incidentally to another acquisition; or to meet a special need.

I. Other factors

The Record Library has a new Record Librarian, and there are possibilities of changes in the facilities which may affect the development of the collection.

II. Subjects and Collecting Levels

"Classical" music (including most church music) from early times to the present	4
Popular music to about the beginning of the 19th century	4
Non-Western musics, with emphasis on Asian musics	4
Jazz	3

Didactic recordings: lectures, demonstrations, analyses, interviews; also dictation and musicianship series	2
Popular music of the 19th century	2
Musical comedy	2
Popular music of the 20th century	1
Quasi-musical or non-musical recordings of possible musical interest	1
Play-alongs and sing-alongs (e.g., Music Minus One)	1
Recitals of lower brass instruments, saxophones and other instruments with a small original solo repertory	1

COLLECTION DEVELOPMENT STATEMENT

Media Services
Rutgers University Libraries
March 1984

OUTLINE

I. Introduction
II. Philosophy and Mission of the University
III. Objectives of Media Services
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I. Introduction

Rutgers University has three major campus locations, New Brunswick, Newark, and Camden, each responsible for the development of traditional academic programs and collectively offering many curriculum options. Within Rutgers University, the library's Media Services Department has been assigned the responsibility for the development of media services collections which support the instructional goals of the University. Media Services sees collection development as one of its most important tasks. Collection development includes the selection of appropriate materials and equipment and, also, the continued re-evaluation and maintenance of these items.

The purpose of this statement is to develop a University-wide document which will define the collection development program and will provide necessary guidance for building and maintaining the material and equipment collections. By clearly defining this process, we hope to use this document as support for our budget requests.

This document was prepared as a joint effort by members of the Media Services staff and promotes the cooperative efforts of Media Services in regard to collection development. We hope that this document will serve as a means of informing faculty, administrators, accrediting agencies, and other interested parties of the commitment Media Services has made to the selection and re-evaluation process.

II. Philosophy and Mission of the University

Board of Governors Mission Statement (approved by Board of Governors, December 12, 1982):

As an institution which has already achieved considerable distinction in the past, Rutgers, The State University of New Jersey, enters the 1980's firmly committed to improving its national and international standing. With adequate support from the State of New Jersey, this overall goal, appropriate to a major center of higher learning, will enable the University to:

1. Continue development as a national resource and international resource by:

    a. improvements in the quality of its instruction, research, and public service;

    b. increased emphasis on the contributions of its scholars; and

c. increased emphasis on an atmosphere that stimulates learning, encourages creativity, rewards service, and contributes to the personal professional growth of all the members of the Rutgers community.

2. Increase the number of areas of graduate education, research, and scholarship of national and international renown.

3. Improve the already high quality of the undergraduate experience in the liberal arts, seeking both to preserve the diversity of its programs and to develop students who will provide future leadership for the state, the nation and the world.

4. Develop and improve programs to serve society's needs for broadly educated, humane, competent professionals.

5. Serve the needs of the State of New Jersey by:

   a. conducting research on such basic issues of public policy in energy, transportation, urban affairs, agriculture, human services, coastal and marine sciences and similar areas, especially those of emerging importance;

   b. fostering programs in the arts, music, and theater to enhance the cultural environment:

   c. conducting research and retaining programs to improve education in the schools;

   d. working with state and local grovernment officials to help improve the quality of citizens' lives:

   e. working with business, industry and labor to provide a resource for their research and development needs and for the future education of their personnel; and

   f. working to strengthen and improve the institutional capability and performance of state governmental bodies.

III. Objectives of Media Services

1. Encourage and support experimentation and inovation in course design and instructional methodology through the use of appropriate media.
2. Maintain adequate and up-to-date instructional resources.
3. Provide equipment and materials that support traditional as well as changing and new educational technologies.
4. Provide instructional support services to students and staff in the use of educational medial and technology.
5. Encourage cooperative programs among area library and media resource agencies.
6. Disseminate, on a University-wide scale, the materials in the

media collection(s).
7. Offer some special services for handicapped students in cooperation with appropriate agencies.
8. Assist faculty and students in discovering and developing the media, materials and skills necessary to achieve their educational goals.
9. Provide and adequate admistrative, instructional, and support staff to fulfill the mission of the media department.

IV. Objectives of the Collection Development Program

C ollection development is an ongoing activity which is designed to meet the following objectives:

1. To provide materials and equipement to support and meet the instructional, institutional, and individual needs of students, faculty, and staff.
2. To provide a mechanism for encouraging faculty participation in the development of the collection.
3. To provide a collection of nonprint materials appropriate to the university's goals.
4. To provide quantiative and philosophical diversity/balance in relation to curricula, programs, courses, and personal development needs of the students, faculty, and staff.
5. To respond to the heterogeneity of the student body and the curriculum.
6. To provide centralized collections when appropriate.
7. To provide a basis for the evaluation of medial collections university wide as well as at each campus location.
8. To respond to the local and regional resourced available to students, faculty, and staff.
9. To provide the bases for budget planning and use for the current and future years.
10. To build on already-existing areas on strength now in the collection, including but not limited to: Women's Studies, Anthropology, Sociology, Psychology, Environmental Studies, Cinema Studies, Middle Eastern Studies.
11. To fill gaps in the current collection, including directors, genres, national cinemas, time periods, and other gaps.

V. Responsibility for Media Collection Development

Ultimate responsibility rests with the University Librarian and the Media Librarian, to whom is delegated the responsibility for the media collection development program.

To insure that the materials selected support the curricula, the Media Librarian consults with instructional faculty in the divisions/departments representing their assigned subject areas; she may also attend those divisions' and departments' meetings as needed. Through an extensive preview program as well as informally, the Media Librarian encourages the participation of all segments of the university community in the collection development program by: routing review materials to the instructional faculty, inviting instrucitonal faculty to prevview and evaluate nonnprint materials; consulting with the instructional faculty when they are evaluating the collection; and by inviting requests for new materials from librarians, staff and students. The expertise of the Media staff is fully utilized in collection development.

VI. Description of the Clientele Served

Media Services' clientele is composed of the student body, the university faculty and staff. Because Rutgers University offers a wide variety of educational programs, its faculty and its student body are a diverse group of individuals. The students are as diverse in their personal goals as they are in their educational goals. There are full-time students attending courses during the day sessions, students with full-time jobs attending evening classes on a part-time basis, students enrolled in professional programs, as well as those enrolled in professional development courses.

Although the student body is heterogeneous, certain charcteristics and trends of the student body as a whole can be identified. Many of the students are in transition; they have made the decision to attend school in response to circumstances in their lives such as job change, new interests, a divorce, or retirement. Not only are the individuals in transition, but the student body as well. The average age of students has been increasing steadily over the years. There are now more part-time students that before and more women attending the university. The numbers of handicapped and disabled students have also been increasing gradually.

VII. Philosophy of Service

The services and the collections of Media Srvices are available the some degree to all members of the university community: students, faculty, staff.

In the use of media materials, the Media Librarian and staff work with the students and faculty of all departments, acting as interpreters and intermediaries between the various areas of their studies, appreciate resource materials as a means of intellectual stimulus and growth, clarify their assignments, learn expert use of media resources, and become aware of the utility of individual materials.

Service equal to this is also afforded faculty and staff. For these groups, searches are made which support the process of instruction and the development of courses using media. Personal information needs of university faculty and staff of necessity are given secondary attention. Media staff stay abreast of the resources in the area; thus the research needs of faculty, staff, and students beyond the capabilities of the campus media resources may be appropriatedly referred to special collections in other libraries.

VIII. Intellectual Freedom

Implementation of the concept of academic freedom in media services involves selecting some materials which may be considered considered controversial by some individuals or groups. Reasons often cited for materials considered offensive may include profanity, divergent viewpoints, controversial authors, sexual explicitness, use of non-standard English and dialects, and violence and criminal acts. The acquisition of such material does not imply approval or endorsement of contents. These materials are acquired to support the curriculum and to represent all sides of controversial issues. The selection critieria used must remain broad and flexible in order to provide a collection which supports the broad range of academic programs and diverse backgrounds of its clientele.

Procedures for handling complaints include allowing users to write a letter requesting theat the material be reconsidered and appropriate administrative review. (A form can be used, "Request for Reconsideration of Library Material," modified from a National Council of Teachers of English form by the American Library Association. It is not an official document of the Association.)

On academic freedom, Media Services also affirms the principles contained in the "Library Bill of Rights" and "Freedom to View." The "Library Bill of Rights" is the American Library Association's official statement regarding free inquiry and sets forth the basic policies which govern the librarian in the selection of library materials, the attitude toward the censorship of material, and the right of free access to ideas and freedom. The "Freedom to View" statement has been adopted by the executive board of the Educational Film Library Association and the Association for Educational Communications and Technology. This statement sets forth free inquiry in regard to audio-visual materials.

IX. Defintion of Materials

Material which are under the jurisdiction of Media Service are those nonprint material which are specifically designed to support the objectives of the University and its instructional programs. These material may include sound recordings, film, video recordings, slides, kits, realia, etc., regardless of whether they are obtained by purchase, lease, rental, loan, gift, exchange, or local production.

Materials which are not under the jurisdiction of Media Services include books, periodicals and other serials, pamphlets, technical and research reports, microforms, government documents, and other print materials. The Music Library, in general, is expected to support the music curriculum. However, noncurricular music materials may be included in other media collections.

X. Criteria for Selection of Materials

The Media Librarian in consultation with faculty and media staff selects nonprint materials from professional selection tools, professional journals, standard bibliographies and, in some cases, from catalogs.

The following criteria are used to evaluate materials considered for addition to the collection.:

1. Appropriateness of the medium to the subject.
2. Correlation to the exisiting collection.
3. Style and quality.
4. Expertise of director and/or producer.
5. Technical quality.
6. Organization.
7. Timeliness/permanence.
8. Insight into the human condition.
9. Scarcity of material available on the subject.
10. Demand.
11. Price/relative cost of material in relation to the budget and other available materials.
12. Appropriateness of material for the clientele.
13. Relevance to instructional needs.

Re-evaluation is the regular and continuous process of selecting material that is worn, out of date, or no longer circulating for withdrawl from holdings.

Materials already in the collection are subject to the same evaluation criteria applied to acquisitions. Circulating works which have been superceded or are found to contain inaccurate (e.g., errors of fact in technical subject areas) or poorly presented information, or otherwise fail to fulfill the collection's purposes wil be removed from the collection. Teaching departments are consulted for this process. All withdrawls are subject to approval of the Media Librarian. Withdrawn titles are discarded or recycled.

Titles withdrawn because of loss, damage, or general condition are considered for replacement. Classics are replaced whenever possible in improved format or edition.

The same considerations applied in original selection apply to replacements. In addition, other factors must be considered:

1. Availability of new and better material in the field.
2. The value of the individual tilte, whether for quality, subject appeal, or authority and importance.
3. Requests for the title or subject.

XI. Defintion of Equipment

Media equipment consists of the non-consumable devices that facilitate the use of those instructional materials which require equipment to make them visible and/or audible. Included in this equipment group are projectors and audio and visual playback machines.

Media equipment also includes some of the equipment necessary to produce materials locally in support of the instructional goals of the university. Included in this group are video and audio recorders, cameras, and other peripheral support equipment. Media Services selects that equipment which best supports the goals and objectives of the service.

XII. Equipment Selection Criteria

Equipment must have campus-wide use or potential for campus-wide use. The equipment must perform to accepted standards. Materials used on the equipment shall be available from more than one vendor. Equipment for use by patrons shall be easy to operate with a minimum of training.

If an industry or educational standard format is available, Media Services shall endevor to select the equipment that conforms to that standard format. If no standard format exists, the staff will attempt to select that equipment which appears to have the best chance for success in the marketplace.

Additional criteria shall include:

1. Durability: The equipment shall be designed to withstand use by many different operators and withstand normal instructional use.
2. Maintainability: The equipment shall be maintained by staff or maintenance contracts shall be available at reasonable costs.
3. Relevance to instructional needs.

Equipment purchased by other departments:

1. Media will attempt to provide assistancce to departments requiring specialized media equipment.
2. Media will make recommendations regarding exisiting campus inventory of equipment to insure compatibiliy and lower cost of parts and supply stocks.
3. Media will provide maintenance on all media equipment

purchased through library funds, and on that equipment purchased with other funds per specifications developed by Media Services.

XIII. Budget

The Media Librarian is responsible for developing and defending a proposed budget according to the principles set forth each year. Customarily, the basis for this proposal is the previous budget with estimated adjustments upward to sounteract the rate of inflation. In addition, any extraordinary support which may be needed for new courses and new curricula or a marked shift in student population needs must be taken into account. Participation in Rutgers faculty committees, staff contact with classroom and laboratory faculty, and needs of faculty and students documented through reference interviews aid in the determination of areas requiring special attention.

Media Services does not allocate specific amount of its materials budget to the individual subject areas of the collection. This allows for the accommodation of unanticipated changes in the curricula and in patron demand. The needs of the various subject areas in the collection vary considerably; flexibility allows, ultimately, for better service in all areas.

XIV. Networking

Interlibrary and intralibrary loan can be defined as the process in which library materials of one library are made available to another library for use by their patrons. Media Services makes materials available to each Rutgers Library via intralibrary loan. Those materials unavailable within the libraries may sometimes be obtained for students, faculty, and staff by the Media Services Department from an appropriate lending institution. All interlibrary loan requests are made in consideration of the copyright law, the American Library Association's Interlibrary Loan Code, and the policies of the lending institution, network, or cooperative system. The university's member ship in the Metro Film Coop enables students, faculty, and staff to utilize the media collections of othert participating institutions.

The Media staff determines the appropriate method for securing materials from other libraries and helps make the necessary arrangments for doing so. We provide information on rentals but do not carry them out due to budget constraints.

XV. Gifts

1. All gifts are accepted in accordance with the Library's gift policy.

2. Gifts are evaluated by the same criteria applied to other acquisitions.
3. Monetary value will not be assigned to any gift for income tax purposes.
4. Gifts of equipment will be evaluated by the same criteria applied to material gifts.
5. The cost of maintenance and operation of equipment will be a consideration in the evaluation of proposed gifts of equipment.

XVI. Provisions for Review

This document will be reviewed annually by the Media Librarian and the University Librarian.

XVII. Approvals

This statement has been approved by:

(This statement has been adapted from the 1982 Collection Development statement of St. Louis Community College's Instructional Resources Department.)

COLLECTION DEVELOPMENT POLICY

Stanford University Libraries
MEDIA SERVICES
J. HENRY MEYER MEMORIAL LIBRARY

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1. PROGRAMMATIC INFORMATION

The Media Services Division of the J. Henry Meyer Memorial Library, as the principal non-print repository for Stanford University, provides a variety of audiovisual and computer software resources in support of the University's academic programs.

The collection provides both introductory and research level resources to students and faculty. Instructional materials are acquired in support of the curriculum. The instructional programs most served by this collection reside in the humanities and social sciences. In addition to collecting for traditional academic disciplines, the media collection emphasizes interdisciplinary fields including Feminist Studies, Human Biology, Values, Technology, Science and Society (VTSS), Cultures, Ideas and Values (CIV) and various ethnic studies programs.

Media Services also collects historical treatments, works discussing the relationships of society and culture, and works for the non-specialist in areas of professional training.

The reference collection in the Media Center is intended to assist instructors and students to identify and locate media related resources, often at an advanced level, which may outside of Meyer's media collection.

2.COORDINATION AND COOPERATIVE INFORMATION

The Media Librarian performs Meyer's media collection development and management tasks as they relate to the instructional program and the collection of core research level materials. Acting as the Coordinator of Media Collections, the Media Librarian collaborates with subject area bibliographers on selection and keeps them informed of faculty requests. Because Meyer's collection is conceived as both a foundation and research collection, bibliographers throughout SUL are encouraged to develop and maintain research level media materials in their area of specialization. Reserve materials are acquired by the Media Librarian in consultation with faculty and the Head of Reserves.

A special effort is made to coordinate the development of media collections with the Music and Science Libraries in order to avoid duplication of holdings. The handling and storage of archival materials is coordinated among Media Services, the University Archives and the Archive of Recorded Sound according to established guidelines. Media Services does not attempt to acquire those materials which are more appropriately collected by the Hoover Institute or the Medical, Business and Law Schools. Curators from the Hoover Institute do contribute to Meyer's media collection in their role as SUL selectors.

Interlibrary loan agreements do not generally encompass media, although informal arrangements can sometimes be accommodated. A wide variety of media is available from other institutions for a rental charge. Media Services provides a rental service to assist departments who wish to borrow materials from outside sources. A reciprocal arrangement with UC, Berkeley or a regional approach to the free interlibrary loan of media would be a desirable goal.

3. SUBJECT AND LANGUAGE MODIFIERS

I. Geographical: None.

II. Language: The media collection is in English, or English subtitles. Dubbed versions of foreign visual productions are avoided. Exceptions: materials acquired specifically for language instruction, or for the study of foreign literature and culture.

III. Chronological: Material on all periods is collected. Currency of imprint does not apply in the traditional sense.

4. DESCRIPTION OF MATERIALS COLLECTED

I. Formats: It is the nature of communication technology (audio, visual and data) to be constantly evolving. This has given rise to a variety of media and formats. For guidelines on preferred formats see Appendix A.

II. General Description:

A. Moving Image

The moving image lends itself to a wide variety of disciplines but finds its greatest application at Stanford in the humanities and social sciences. Acquisition emphasizes the documentary form but, in recognition of its broad application, the narrative form is also acquired. Materials in the sciences are acquired in support of the interdisciplinary programs and the History of Science.

B. Sound Recordings

The audio collection provides access to both music and spoken word recordings. The goal of the music portion of this collection is to provide a broad overview of genres, periods and artists. Multiple versions of the same work are typically not acquired. Attention will be given to works of regional or ethnic origins and those from the twentieth century. The spoken word portion of the collection will not be restricted by subject area but is likely to emphasize literary and dramatic readings, and recordings of historical speeches and events. The strongest area within the collection are recordings for the teaching of foreign languages and English as a second language. Recordings in foreign languages which present the cultural heritage of a particular country are also acquired.

C. Microcomputer Software

Because of the computer resources available in the Microcomputer Cluster, PC Classroom, Media Center and Language Laboratory, a growing number of microcomputer software packages on a diverse range of subjects are acquired. This collection supports those University programs utilizing computer applications and courseware. Software tutorials are added in support of individual software packages. Software are also added which work with other media, particularly video disc and CD-ROM, for a variety of disciplines including foreign language instruction. A special emphasis is placed on collecting reference and library research databases and programs which are consistent with Meyer's library instruction goals.

D. Still Image

The still image collection currently emphasizes the fine arts, architecture and history. This collection will grow modestly in the future but will begin to provide broader access to images of historical and scientific interest.

E. Print Resources

Indexes and directories representing all media formats are selectively acquired. An effort is made to acquire special mediagraphies in subject areas appropriate to the University curriculum. A file of media catalogs from dealers and distributors is maintained. Indexes and directories of audio-visual and microcomputer hardware are selectively acquired.

5. SPECIAL CONSIDERATIONS

The optimal size of the Media Collection cannot be accurately estimated at this time. The collection will need to undergo a sustained period of growth into the future until it can find a level appropriate to the University's needs.

I. Language Instruction Collection:

The Meyer Library Language Laboratory is the main resource facility for Stanford's language instruction programs. It has a collection representing over 90 foreign languages, and English as a second language, in all major media formats including audio-cassette, video and microcomputer software. Additional materials which represent the world's cultural and literary diversity are acquired by the Media Center.

II. Soviet Television Archive:

The Media Center has been recording 24 hours of Soviet television daily since 1987. These broadcasts are stored on three or four videotapes each day and are filed chronologically. Mockba, the Moscow "TV Guide", is available and is used as an index to individual programs. Access to Soviet and other international (SCOLA) and domestic news (C-Span & CNN) sources are also provided.

III. Multimedia and MIxed Media

Interactive video, which uses a combination of microcomputer and laser videodisc technology, is acquired as appropriate to the curriculum and in support of faculty courseware development projects. Titles which utilize multiple media formats (mixed media) are also collected.

6. Disciplines included in the media collection:

I. Liberal Studies
  A. Humanities
    1. Fine and performing arts
    2. Languages and literature
    3. Philosophy and religion
  B. Sciences
    1. Biology
    2. Chemistry
    3. Earth science
    4. Mathematics, statistics, and computer science
    5. Physics and astronomy
  C. Social Sciences
    1. Anthropology
    2. Communication and media
    3. Economics
    4. Education
    5. History
    6. Linguistics
    7. Psychology
    8. Sociology
    9. Political Science
  D. Interdisciplinary Fields and Programs
    1. Culture, Ideas, and Values
    2. Feminist Studies
    3. Human Biology
    4. Values, Technology, Science and Society
    5. various ethnic and area studies

II. Professional Training Fields

Only works for the non-specialist, historical treatments and works dealing with the relationships to society and culture are acquired for the following areas:

A. Engineering
B. Law
C. Business
D. Medicine

Appendix A.

Selection Guidelines by Format

1. Moving Image
    - a. Preferred: VHS Videocassette
    - b. Acceptable: 16mm Film
      3/4 In. U-matic Videocassette
    - c. Excluded: Earlier video formats, 8mm Videocassette, 8mm Film, Super 8mm Film, 35mm Film, 70mm Film

2. Sound Recordings
    - a. Preferred: Compact disc (CD)
      Audio Cassette
    - b. Acceptable: Long-Playing Record (LP)
    - c. Excluded: Earlier tape and record sizes and formats.

3. Microcomputer Software
    - a. Preferred: Apple Macintosh, System/Finder (current version)
      IBM, DOS (current version on 5 1/4 in. diskette)
    - b. Excluded: Other brands and operating systems.

    NOTE: New additions to above will require a case-by-case review.

4. Still Image
    - a. Preferred: Photographic Slides (2x2)
      Laser Videodisc (CAV)
    - b. Excluded: Photographic prints, art prints, posters, transparencies, filmstrips and realia.

5. Print Resources
    - a. Preferred: Book
      CD-ROM
    - b. Acceptable: Microforms

6. New and Hybrid Technologies

a. Present: Laser Videodisc (CAV and CLV)
Interactive Video (Videodisc/microcomputer)
Mixed Media (all combinations)

b. Future: Digitized sound and/or video on optical disc (CD-I, DVI, CD-Videodisc). All potential formats will require review to determine appropriateness, practicality, range of selection, etc.

7. Archival Material

Archival material is defined here as those media titles which are unique, very rare and/or difficult to replace at a reasonable cost. No title in this category will be excluded on the basis of format if the material is deemed important to the collection by the relevant selector.

The standard procedure for these acquisitions will be to make a working copy for day-to-day use while preserving the original. Selectors need to include the cost of duplication in their selection process. Where practical, Media Services will provide the equipment and staff to make duplicate copies, and where impractical will facilitate duplication through outside vendors.

LEARNING RESOURCES DEPARTMENT COLLECTION POLICY

I. Objectives

A. To establish guidelines for the scope of the Learning Resources Department (LRD) collection for the materials it includes.

B. To set guidelines for the acquisition of new material and for the continuing evaluation of the collection, which will ensure proper development and maintenance of a useful LRD collection.

II. Scope

A. The LRD collection includes those nonprint materials, including microcomputer software, that are needed to support instruction, research, and general educational use at Texas A&M University. Selected rpint materials are included as well, and nonprint materials of a more general ro recreational nature may be included, as resources permit. The collection does not support programs in Medicine or Vetinary Science, which are supported by the Medical Sciences Library and College of Medicine Learning Resources Unit.

B. The nonprint collection is interdisciplinary in nature, with no subject restriction. English language materials receive primary emphasis, although foreign language materials are acquired when a justifiable need exists, as in the case of foreign language instruction programs to support academic courses and international research and travel by University personnel. There are no geographic restrictions or chronological limits, although in the case of the latter, the majority of items acquired are recently produced, current items.

C. Selected print materials are acquired, also, as reference tools for the LRD staff or users. These materials constitute the LRD reference collection. Care is taken to avoid unnecessary duplication of titles locate in the Reference Division or elsewhere in the library. In addition, careful consideration is given to whether LRD staff or users will regularly use a particular title or whether it would more appropriately be housed elsewhere. The subject of these materials relates to nonprint, audiovisual, and microcomputer software, equipment, and services. Primary emphasis is placed on current, English-language material. Ephemeral, vertical file material on these same topics may be acquired and maintained as time and resources permit.

Fall 1986

File: Collection Policy, 12/87; Disk: LRD Info Packet

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III. Types of Materials

A. The following types of nonprint formats will be acquired, although the collection is not limited to these:

Video materials (3/4" Umatic and VHS)
Motion pictures (16 mm)
Slides
Laser videodisc
Filmstrips
Audio materials (cassettes, tapes, phonograph records)
Microcomputer software

If a title is available in both video format and 16mm film, the video is preferred due to ease of maintenance and the frequently lower purchase price, except in those cases when intended audience size or availability of equipment and classroom restrictions make 16mm more desirable. Videodisc formats are acquired as availability and needs emerge. Audiocassettes are to be preferred over other audio formats, due to durability and ease of use. Other audio formats are acquired, however, when availability or special needs so dictate.

B. Print materials are likely to be indexes, directories, catalogs, bibliographies, glosseries, expanded software documentation, or other, similar reference tools. A highly selective number of periodical titles is included, also, when justified by continual reference-related use by LRD staff.

IV. Reserve Collection

The LRD maintains a reserve collection of items that are restricted from a normal two-week circulation period by virtue of their specialized or heavy use. These include all 16 mm films, the Shakespeare Plays on videocassette, and other titles as appropriate. The decision to place an item on reserve and the length of the loan periods will be determined by the Head, LRD, based on the requests of the teaching faculty and the needs of Library users.

V. Size

There are no size restrictions on the Collection at the present.

VI. Selection Responsibility and Guidelines

A. All requests for purchase of nonprint materials must be approved by the Head, LRD. The decision to transfer or house other materials in the LRD collection likewise requires the approval of the Head, LRD.

Fall 1986

File: Collection Policy, 12/87; Disk: LRD Info Packet

B. Decisions to purchase or add materials to the LRD collection are based on, but not limited to, the following, which are not in order of importance:

Quality of the title
Availability of funds and the cost of the item
Availability of the title elsewhere in the region
User need
Potential use
Current strengths and weaknesses of the collection
Duplication of content
Author/producer's qualifications and reputation
Compatibility of format with available equipment

VII. Evaluation of the Collection

The LRD collection is periodically reviewed by the Head, LRD, in order to maintain collection integrity and to identify maintenance and repair needs. Among the questions to be considered are the following:

Is the information value of the title still accurate or of use?
How frequently is the title used?

Is the item badly worn, damaged, or otherwise in poor condition?
Are there multiple copies of this title in the LRD collection or elsewhere in the library? If so, are they justified by heavy use?

Based on these considerations and the needs of users, a title may be withdrawn from the collection or transferred to another part of the Library. Superseded editions of print materials are removed and either withdrawn or transferred to the stack collection as needs warrant.

AUDIO-VISUAL DIVISION
COLLECTION DEVELOPMENT POLICY

I. PURPOSE AND GOALS

The Audio-Visual Division of the Marriott Library is an interdisciplinary resource of diverse materials supporting first, the teaching and research curriculum of the University and second, the information needs of the community. Materials of historical import and materials needed for a balanced collection are sought, as well as those supporting our primary mission.

II. COLLECTION DEVELOPMENT

The primary responsibility for the selection and maintenance of the collection falls to the Audio-Visual Librarian and his staff. However, the very broad scope of Audio-Visual's coverage necessitates the encouragement of other areas to select materials in these formats as well as to encourage faculty input.

III. GENERAL CRITERIA

Subjects: All disciplines except Law and Medicine.
Languages: English and foreign language. When available materials in original language(s) are preferred.
Formats: As follows (based on equipment capabilities and curriculum needs):

A. Video
  1. Preferred - 1/2" VHS/S-VHS Video Cassette, Optical Videodisc
  2. Acceptable - 3/4" U-matic Video Cassette
  3. Unacceptable - Beta Video Cassette, Reel to Reel Video Tape, European video format, 8mm or 4mm video

B. Audio
  1. Preferred - Compact Disc
  2. Acceptable - 33 1/3 rpm LP Phonodisc, Audio Cassette, 45 rpm Phonodisc, Reel-to-Reel Audio Tape
  3. Unavailable - 16 & 78 rpm Phonodisc

C. Other
  1. Acceptable - Slides, Filmstrip, 16mm Motion Picture Film
  2. Unacceptable - Realia, 8mm Motion Picture Film, Super 8mm Motion Picture Film

Chronology: No time limitations. After curriculum concerns we will select for historical relevance.
Geography: No limitations.

Level: For all formats and areas, excluding music, we will strive to reach Instructional Support Collection levels within various subject area's specific selection policies.
For music in the classical genre we will strive for a Research Collection. We will build other areas such as jazz, blues, rock etc., where applicable and for historical purposes, to at least an Instructional Support level. Presently the selection percentages are approximately divided up as follows:

A. Classical	50%
B. Contemporary/Avant Garde/Electronic/ Experimental/New Age	11%
C. Jazz	8%
D. Blues/Rhythm & Blues/Soul/Gospel:	5%
E. Pop/Rock	6%
F. Folk/Country/Ethnic/Women's Music	14%
G. Soundtracks/Musicals	5%
H. Spoken Word	1%

IV. WEEDING

Weeding will be done to maintain the quality and usefulness of the collection as well as to enhance space utilization. This will be done taking into consideration input from other librarians, faculty and staff. Weeding will be performed according to the following criteria:
A. Outdated formats with inadequate equipment
B. Worn or damaged materials
C. Materials no longer relevant to University curriculum

V. CONCLUSION

Audio-Visual Services is interdisciplinary in its broadest definition and will therefore be developed in relation to the library and university as a whole. This Collection Development Policy will be reviewed annually to guarantee relevance and to make adjustments where needed. This will be done with the advise of various librarians and faculty whose subject area concerns are relevant to our collection and mission. However, the ultimate responsibility for building the collection is that of the A-V Librarian and his staff.

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CLEMONS LIBRARY

APPENDIX I

AUDIOCASSETTE COLLECTION POLICY

Clemons Library houses the non-music audiocassette collection in the University of Virginia Library. Audiocassettes are purchased only in "spoken word" format; music and songs are not acquired. The emphasis of this collection is on materials that were originally intended to be heard, not read. Among the categories collected are: speeches, foreign language learning tapes, poetry, and "classics" in literature. Materials such as motivational and inspirational tapes, how-to and children's literature are generally not included in this collection. While any of the materials in this audiocassette collection could be considered of value to individuals with visual impairments, that is not a primary concern. Clemons will normally purchase only audiocassettes that will play in standard tape players.

Language. English is the primary language for the collection, although literary materials in French, German, Spanish, Russian and other languages may be purchased in the original language if it is appropriate. Also, introductory language lessons are purchased in a variety of languages.

Cataloging. A series of approximately 300 poetry readings at the Library of Congress have not received full cataloging; each title is listed on the computer printouts at the Clemons reference desk, and a "main entry" card for each title is filed in the Alderman card catalog, but the titles are not represented in the Library's archive OCLC tapes. All other audiocassettes at Clemons have received full descriptive cataloging. None of the audiocassettes at Clemons are classified.

CATEGORIES:

Speeches. Speeches by major political figures and other well-known individuals are acquired. Preference is given to recordings of the original speaker in the original context.

Poetry. Clemons acquires readings of works of major poets by either the poet (preferred) or another individual. Both English and original language works are purchased. Particular emphasis is given to poets taught in the various literature classes at the University, as well as those of general interest to undergraduates.

Literature. Clemons selectively acquires novels, short stories, and interviews with authors. Whenever possible, preference will be given to unabridged works. Both English and original language cassettes are purchased.

Drama. Performances of plays and other forms of literature originally intended to be seen and heard are of particular interest. Classic works by authors such as Shakespeare are collected as well as contemporary materials. Preference is given to unabridged versions. Foreign language learning tapes: This collection of materials is not intended to duplicate what is available in the Language Lab in Cabell Hall, but rather to provide instruction and practice in conversation at a fairly elementary level. The collection will be as inclusive as practical, given the interests of the university community.

Documentaries. Audio documentaries which support the academic needs of the university community are purchased on a selective basis. Examples include National Public Radio (NPR) programs and interviews with public figures.

Other. Clemons tries to serve many of the reading and informational interests within the university community. To support this objective, Clemons acquires a limited amount of non-curricular material on audiocassette, e.g., popular novels, mysteries, and radio programs.

APPENDIX II

VIDEO COLLECTION POLICY

Clemons Library houses the video collection of the University of Virginia Library. The primary purpose of the collection is to support the curriculum of the University. The video materials are used for the instruction of undergraduates and graduate students, and as research resources for faculty and graduate students.

The Health Sciences Library, the Law Library, and the Language Laboratory also maintain video collections. In addition, a number of departments and institutes at the University have informal video collections.

Video materials are purchased in all subjects, but the collection reflects both the curriculum of the University and the suitability of visual materials as an instructional and research medium for a given subject. Thus the video collection contains relatively more drama, film, and the performing arts, and less of those disciplines that rely most heavily on the laboratory or the written word.

Use of the collection is analogous to use of the Library's books; a individual studies a text for research or as an assignment. The video equipment in the Library is designed to accommodate this individual use; the patron controls the playing of the video; all or part of the video may be viewed, and any part of it may be viewed repeatedly, just as a written text may be read repeatedly. The Library also accommodates another kind of use; instructors may show video materials to entire classes simultaneously. However, the collection is not used for showings to groups other than classes.

Formats. Clemons Library collects video materials in the following formats: VHS/NTSC, VHS/PAL, VHS/SECAM and laserdisc (NTSC). Material is purchaed in other formats only when it is not available in one of the preferred formats, and we have permission to transfer it to VHS/NTSC.

Circulation of materials. Video materials normally must be used within Clemons Library, although faculty members may check out materials for classroom showings.

Duplication. Clemons usually purchases only one copy of a video. However, if a title is heavily used and likely to be of lasting significance, a second copy may be purchased, particularly if it is available at a low price. Clemons often purchases the right to produce (in-house) a second copy of an expensive title, if the right to copy is available at a reasonable price.

Languages. Most of the collection is in English, but there is no limitation as to language. Clemons has a significant number of films, dramas, and operas in French, Spanish, German, Italian, Russian, Japanese and various other languages. The preference is to acquire the work in the original language. Most foreign language works have English subtitles, although the collection includes a number of German and Spanish works with no subtitles. Dubbed works are bought only when no subtitled version is available.

Geographical limitations. Most video materials are acquired in the United States, but there are no geographical limitations. Videos have been purchased from West Germany, Britain, and a number of other countries. Clemons has equipment to play VHS video tapes from anywhere in the world.

Cataloging of materials. Most video materials at Clemons receive full cataloging, but none are classified. The archive collection and certain other videos have not been cataloged and are not entered on the Library's OCLC archive tapes. However, all videos are accessible through computer printouts, produced weekly by Clemons Library. These include listings by title, author, and call number, as well as specialized printouts of films on video, operas on video, speeches on video and audio, foreign language videos, video series, and selected videos by subject.

Cooperative arrangments. Development of the video collection is a cooperative endeavor. The Clemons Director consults frequently with the Music Librarian, the Fine Arts Bibliographer, and other selectors regarding video acquisitions. In addition, consultations occur with faculty members in nearly every department and school of the University, except Medical Sciences. The Spanish Department has provided Clemons with a number of video titles from Spain, which are not available in North America; this arrangement is expected to continue in the future.

Preservation. The Clemons Library video collection is intended to be a collection of lasting instructional and research value. Every effort is made to store and use the materials so as to minimize damage and wear. Damaged and missing materials are promptly replaced, whenever possible.

CATEGORIES OF MATERIAL:

Drama. The Library has a complete collection of the BBC productions of the 37 Shakespeare plays. In addition, important other productions of Shakespeare plays (e.g., Olivier's King Lear) are regularly purchased. Other drama is purchased selectively; criteria include faculty requests, significance of the work, technical quality, and price.

Documentary. Clemons purchases documentary materials selectively as most videos in this genre are rather expensive. Criteria include relevance to the curriculum, likelihood of use, lasting value of the work, technical quality, and price. Some obviously important documentaries (e.g. Eyes on the Prize) are purchased without prior consultation with the faculty, but most documentaries costing over $250 are not purchased without faculty consultation.

Film. Clemons collects more heavily in film (or cinema) than in any other genre, although acquisition is still selective. Along with drama and opera, film as a genre is very well suited for collection on video. Film on video provides the primary text while the Library's books on film (in Fine Arts, Clemons, and elsewhere) provide interpretation and analysis. The film collection is very heavily used for curricular purposes, and receives significant use for research purposes. Films are purchased in various languages and from various countries; whenever possible, Clemons purchases foreign films on video in the original language, usually with English subtitles. Criteria for selection of film include artistic significance of the work, curricular relevance, technical quality, and price. Faculty requests are honored whenever possible.

Opera. A limited number of operas are available on video, usually at a very reasonable price. As opera is taught in the Music Department, an effort is made to acquire most productions of the major composers as they become available. If a video is of poor technical quality, it will not be purchased unless it is essential for instruction. Titles costing over $100 are generally purchased only in response to faculty requests.

Other music performances. Music without a significant visual component (e.g., performances of symphony orchestras) is not usually purchased. Videos of jazz and folk performances are acquired on a very selective basis, in response to faculty requests and recommendations of the Music Librarian. Videos of popular music performance are acquired on a very limited basis; criteria include faculty requests, the historical or sociological significance of the work, the technical and artistic quality, and the price.

Television. Television as a genre is very well suited for collection on video, but television as a subject is not taught in many courses at the University. Clemons acquires commercial television programming on a very limited basis; the collection includes a sampling of popular or notable programs. Criteria for selection include faculty interest, relative importance of the program, technical quality, and price. Television advertising is used by faculty and students in Commerce, Sociology, and Rhetoric and Communication Studies. It is acquired on a very selective basis.

Political oratory and persuasion. Clemons acquires on a limited basis important political debates and speeches on video. Works on this type are useful in a variety of classes (e.g., Government, History, Rhetoric and Communication Studies, English). Television political advertising ("spots") is also acquired, when available. Material of this type is generally not sold by the usual commercial and educational vendors; it has to be acquired piecemeal from political committees, television stations, etc.

Dramatizations. Clemons selectively acquires dramatizations of important literary works (e.g., The Scarlet Letter, The Jewel in the Crown, the American Short Story series). Criteria for selection include importance of the original work, production quality, and price.

Compilations on laserdisc. Clemons acquires on a limited basis compilations of pictures and text on laserdisc. Examples include the National Air and Space Museum's archival discs, the National Gallery of Art collection, the Grolier encyclopedia on videodisc. Criteria for selection include curricular relevance, uniqueness of the information, and price.

Textbook materials. Clemons generally does not purchase videos which merely present information that is readily available, at a lower cost, in a printed format.

Other materials. Clemons does not buy videos of language practice or drill; this type of material is the province of the Language Laboratory. Inspirational or "self-help" materials are not normally purchased. Other general interest, non-curricular materials are occasionally acquired on a very limited basis, in response to specific requests, if they are available at a low price.

UNIVERSITY OF VIRGINIA LIBRARY
COLLECTION DEVELOPMENT POLICY STATEMENT

AUDIO-VISUAL MATERIAL

GENERAL PRINCIPLES

The Library should concentrate on the traditional library role: provision of information, and tasks: selection and acquisitions, provision of bibliographic access and user guidance, circulation. The University is already providing hardware and technical expertise through the Language Laboratory and the Academic Computing Center. We should seek to cooperate, not to compete.

In providing information, we should not discriminate against or in favor of particular forms, but acquire information in the form that is most desirable for its users. We should consider additional forms when they offer additional information. Users should have sufficient bibliographic access to choose the form that will best suit their needs.

All policy statements require occasional review, but the rate of technological advance in this area creates a special need for frequent and regular review.

IMPLEMENTATION

1. Audio-visual materials will be purchased from a separate fund assigned to Clemons Library with these exceptions:
    a. The slide collection, including slide/tape sets, in the Fine Arts Library.
    b. Sound recordings in the Music Library.
    c. Archival and other materials in the Manuscripts Department.
2. Audio-visual materials purchased with library funds will be housed in Clemons Library with the exceptions noted in 1 above.
3. Mixed Media
    a. Printed texts accompanied by sound or video recordings will ordinarily be housed in Clemons Library. Exceptions will be made for the Music Library and the Manuscripts Department, as above, and for books with sound recordings in the Fine Arts Library.
    b. Combinations of printed text and other media (microform, slides, floppy disks, etc.) will be housed in the library appropriate for their subject matter.
4. The Clemons staff will be responsible for the selection and purchase of audio-visual materials. The staff will solicit assistance and suggestions from the teaching

faculty and bibliographers.

5. When allocating funds for the purchase of audio-visual materials, priority will be given to items which serve the curricular needs of the College of Arts and Sciences, and the schools of Architecture, Commerce, Education, Engineering and Applied Sciences.

6. The Library will attempt to coordinate its efforts with other audio-visual facilities at the University of Virginia and especially with the Language Laboratory.

7. The Library will not ordinarily purchase duplicate copies of audio-visual materials available elsewhere within the University Community. Occasional exceptions may be necessary in cases of high demand or limited access.

8. In most cases, audio-visual materials should be compatible with equipment available in Clemons Library or the Language Laboratory, However, the level of demand and anticipated use may dictate the need for additional equipment and a variety of listening and viewing facilities.

When different formats are available, durability cost and ease of maintenance will be the main criteria for selection.

9. If necessary, items will be previewed before purchase. Requests for materials designed for instructional demonstration will be considered on a limited basis and purchased only if they are considered essential for classroom instruction.

November 8, 1984

rev. October 12, 1987

UNIVERSITY OF WASHINGTON LIBRARIES

Operations Manual

Policies, Gudelines and Procedures

Vol. IV
Section B
Part VIII: Undergraduate
Library Fund Group
2. Media Center
Collection

COLLECTION DEVELOPMENT POLICY STATEMENT — SUBJECT: Media Center Collection

PRINCIPAL SELECTOR: Charles Edwards — DATE: June 1986

1. SUBJECT DEFINITION.

   a. General statement.

   The mission of the OUGL Media Center is to further the education and research objectives of the University of Washington by collecting and providing technological access to materials in a variety of non-print formats. Selection, which is representative of the entire curriculum of the University, is unlimited in its subject scope.

   b. Subject classification analysis.

      1. The OUGL Media Center materials are organized and classified by format.
      2. Library of Congress Classification (LC) is not used.
      3. Dewey Decimal Classification is not used.

2. DEPARTMENTAL STATEMENT.

   The OUGL Media Center, as the central media collection for the University Libraries, bears general responsibility for developing and maintaining a non-print collection supporting the entire range of University programs.

3. SCOPE.

   a. Chronologic.

   No limitation placed.

   b. Geographic.

   No limitation placed.

   c. Language.

   The major emphasis is on English language materials. Some materials in foreign languages are held, primarily for foreign language instruction support.

d. Format.

Phonodisc, compact disc, audio-tape (cassette and reel to reel), videorecord (3/4-inch U-matic, 1/2-inch reel to reel and laser videodisc), slide, filmstrip, motion picture (16mm), and transparency.

e. Exclusions.

Subject areas: No curriculum area of identified need is excluded.
Format: Media formats for which the Center lacks appropriate accessing equipment are excluded.

4. LOCATION STATEMENT.

a. Media Center collection.

The OUGL Media Center houses the Libraries' main media collection as well as a technical reference collection of printed media catalogs, indexes and manuals.

b. Other related collections.

The Drama Library collects recordings of sound effects and speech dialects. The Music Library Listening Center collects music sound recordings. Manuscripts and University Archives acquires and maintains a variety of non-print formats.

5. SYSTEM COORDINATION.

The Media Center, in addition to supporting all undergraduate programs, has primary or shared responsibility for supporting graduate degree programs spanning fields from anthropology to zoology. The Music Library Listening Center collection is coordinated with the collection of music scores in the Music Library and has the primary responsibility for serving the specific needs of the School of Music. The Drama Library has primary responsibility for serving the research and study needs of the School of Drama. Manuscripts and University Archives has primary responsibility for personal papers and organizational records, in both print and non-print form. Some programs in the Health Sciences are provided media support through the Health Sciences Library or their departments.

System-wide coordination is promoted through consultation with system selectors. System selectors may recommend materials for preview and may initiate purchases of non-print materials in their areas of responsibility by notifying the Media Selector that they have authorized expenditures of funds under their control. Assistance and direction in determining appropriateness of format, production quality and other technical considerations is provided by the Media Center.

6. RESOURCE SHARING.

a. Related University of Washington information sources.

The Instructional Media Services maintains a collection of motion pictures and audio-visual equipment for use in the classroom. Video and graphic arts production and services are also provided by their north and south campus facilities. The Center for Educational Resources on south campus provides photography and photo lab services, instructional design support and materials distribution, primarily to south campus users. The Center for Instructional Design and Research offers instructional training and program development in Computer Assisted Instruction technologies and applications. The Language Learning Center maintains a collection of audio tapes supporting language classes. The Biology Learning Resource Center, the School of Social Work Media Center, the School of Education Learning Lab, CDMRC Media Services, the School of Nursing AV Section, the School of Art Slide Collection and the Architecture and Urban Planning Audio Visual Learning Center, also provide educational media support.

b. Related local and regional collections.

Students are referred to the Seattle Public Library and the King County Library System for access to circulating materials.

c. Cooperative loan relationships.

Does not apply.

d. Cooperative acquisitions projects.

Does not apply.

7. OTHER.

a. Computerized databases.

Does not apply.

b. Specific features.

The OUGL Media Center administers the KOMO Newscasts Film Archive.

Copyrighted broadcasts may be recorded off-air and retained for a limited period of time for class purposes.

Non-copyrightable newscasts, such as presidential debates, are recorded off-air and may be permanently added to the collection.

8. COLLECTION LEVELS.

A. Comprehensive level
B. Research level
C. Study level
D. Basic level
E. Minimal level

The OUGL Media Center collects primarily at the study level (C) to support the wide range of University study. In some areas where the non-print materials are of high research value, higher level designations may be appropriate.

ATTACHMENT C

WAYNE STATE UNIVERSITY MEDIA SERVICES

Materials Selection Policy

Introduction

This materials selection policy serves as a guide for staff members and consultants involved in the selection process and to inform the public about the principles upon which selections are made.

A policy, however detailed, cannot replace the judgement of qualified evaluators, but it can assist evaluators in choosing from the vast array of available materials.

The major goal of the Wayne State University Media Services in materials selection is to secure high quality materials for the educational, recreational, and cultural use of the faculty and students of the University and of media users throughout the state and nation.

Responsibility for Selection

The Media Librarian is responsible for the content of the Media Library's collections. The selection of materials is coordinated via the librarian working with subject specialists from the University Libraries and the University community.

Selection Criteria

The following criteria are used by Media Services in judging materials:

- Correlation b/w materials and the University's academic programs;
- Appropriateness of material to the Media Library collection;
- Audience level;
- Needs of clientele;
- Current holdings of the Media Library in that subject area;
- Potential for cost recovery;
- Distributor reliability and quality of supplementary materials and information;
- Content accuracy, currency, and impartiality;
- Image and sound quality;
- Potential uses, with particular emphasis on interdisciplinary ties.

Weeding

Media Services views selection as an ongoing process which includes the removal of materials from the collection which cease to meet the Media Library's high standards of quality.

Challenged Materials

Despite the quality of the selection process, occasional objections to materials acquired may occur. The Media Library supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the "Freedom to View" statement of the Educational Film Library Association, the "Library Bill of Rights" of the American Library Association, and the "Statement on Intellectual Freedom" of the Association for Educational Communications and Technology. In the event that materials are challenged, the principles of intellectual freedom must be defended rather than the materials themselves.

If a complaint is made, the following procedures will be followed:

1. The complainant will be informed of the Media Library's selection policy and will be directed to submit a formal Request for Reconsideration of Materials (sample attached) to the Media Librarian.
2. The challenged material will remain in circulation during the reconsideration process.
3. The Media Librarian will appoint a committee of media utilization and subject specialists to review the challenged material;
4. The committee will determine the extent to which the work meets the stated criteria for selection by consulting reviews and viewing the work and will then submit a written report of its findings to the Media Librarian;
5. The Media Librarian will make a decision concerning the dispensation of the challenged material and notify the complainant of this decision;
6. The complainant may appeal the decision to the Director of Libraries, higher University authorities and/or to the Board of Governors.

WAYNE STATE UNIVERSITY MEDIA SERVICES

Request for Reconsideration of Materials

Title ______________________________

Request initiated by ______________________________

Address ______________________________

City ____________________ State __________ Zip __________

Telephone ____________________

Do you represent:

_____ Yourself

_____ An organization (name) ______________________________

_____ Other group (name) ______________________________

Please answer the following questions and return the completed form to the Media Librarian. If more space is needed, please use the back or attach additional sheets.

1. To what in the work do you object? Please be specific. ______________________________
2. What do you believe is the theme or purpose of this work? ______________________________
3. What do you feel might be the result of viewing this work? ______________________________
4. Are you aware of judgements of this work as found in reviews? ______________________________
5. What action do you recommend the Media Library take regarding this work? ______________________________
6. In its place, would you care to recommend another work? ______________________________

____________________ ____________________

Signature Date

Please return to: Media Librarian, Wayne State University Media Services,
c/o Purdy Library, Wayne State University, Detroit, Michigan 48202

RESERVE POLICIES AND PROCEDURES

UNIVERSITY OF ARIZONA LIBRARY

MEDIA CENTER RESERVE POLICY

The following guidelines have been established in order to provide consistent and responsible service to the faculty of the University of Arizona who wish to place non-book (media) materials on reserve in the Main Library.

Reserve forms are available in the Library's Media Center where the material and equipment needed will be accessed by university students. A separate form must be completed in consultation the professor for each course. The information needed for the forms can be accepted in person or by telephone (621-6409).

1. Faculty members must sign a "Copyright Responsibilities Agreement" before any personal (non-library owned) materials can be placed on reserve. This form will be provided by Media Center personnel.

2. Non-book material placed on reserve must be directly related to course assignments, and the Media Center requests a copy of either the course syllabus or course assignment calendar so that Media staff will be aware of how the material fits into the overall course structure.

3. Material placed on reserve will be limited to two-hour in-library use with an option for overnight circulation.

4. Only those materials for which the Media Center has adequate equipment for students' use will be accepted for Reserve status. Generally, the Media Center is unable to accept reserve materials for courses with enrollments exceeding 50 persons due to limitations of facility, equipment and staff.

5. Material will be placed on reserve for only the semester it is used. Non-library owned material will be returned by campus mail at the end of a semester unless prior arrangements are made for pick-up by the course instructor.

6. Continuing reserve lists will be allowed from semester to semester. Due to limited shelf space, the Media Center reserves the right to remove a continuing reserve list if the material on the list does not circulate enough to warrant continuing reserve status.

7. Requests to place material and the material itself must be submitted to the Media Center staff at least two working days (48 hours) before it is needed.

Due to major limitations of space, equipment and staff in the Media Center, laboratory listening or viewing of programs is beyond the scope of Media Center Reserve service. Special presentation arrangements can be made for one-time showings to groups numbering 65 or less. The Media Center retains the option to determine if it cannot accept material for Reserve.

1988(revised)

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Playback Center Reserve

1. The Playback Center Reserve is a 'closed' reserve system. Items are paged for patrons by Library Staff and instructions for their use are given. With the exception of videocassettes, materials are handed to the patron and a current UCSD I.D. card (or other I.D. deemed acceptable by Library Staff) is taken as security. Library owned materials held in the Center's collection can be specified for reserve use.

2. The Playback Center is equipped to handle the following formats:

   3/4" U-Matic videocassettes
   1/2" VHS videocassettes
   1/2" Beta Viseocassettes
   Synchronous slide/tape programs
   Synchronous filmstrip/tape programs
   Slides (in 80-slide carousels)
   Audio cassettes (monaural and stereo)
   1/4" reel-to-reel audio tapes
   LP records

3. The standard loan period is two hours. If a longer or shorter loan period is called for, please specify this in blocks rounded to the hour (i.e. 1 hour, 3 hours, etc.).

4. Materials submitted to the Playback Reserve must be clearly marked as to course, author, title, and running time.

5. When placing materials on reserve, please indicate the approximate class enrollment. This number is used as an aid in anticipating demand for reserve items.

6. Materials MUST be submitted in an appropriate box/container suitable for labeling, shelving, and student use. (For example, this means slides must come in an eighty slide carousel in a box, audio cassettes must come in a storage case, etc.)

7. A Class Syllabus is of great value when setting priorities for processing reserve materials. Please include a copy when you first bring course materials to be added to the Playback Reserve.

8. Please indicate how you want ALL the materials for your course returned to you after the quarter is over. Please note that materials marked for pick-up by the instructor will be held for only two weeks after the end of the quarter. After this date, items awaiting pick-up will be returned through the campus mail.

9. Materials will be processed within five working days and are processed in the order received. Please allow enough lead time to permit processing before announcing availability to your classes. (NOTE: Processing occurs Monday through Friday from 8:00am to 4:30pm exclusive of holidays!)

10. Materials submitted for the Playback Reserve MUST be accompanied by a completed Reserve List or Reserve List Addition. Partially completed forms WILL cause delays!

PLAYBACK CENTER

Undergraduate Library C-075D x43075

RESERVE REQUEST

How is the material for this course to be returned?

☐ Instructor will pick items up.

☐ A/V Services will pick items up.

☐ Playback may return items through the Campus Mail.

☐ Special instructions:__________

____

NOTE: Please allow FIVE days for the processing of this material.

Instructor:________________
(Name)

____
(Department) (Mail Code) (Extension)

Reserve List For:

____
(Course) (Title) (Enrollment)

Quarter: Fall Winter Spring Summer (circle one) Year:__________

Signature:__________ (of Person Delivering) Print Name:__________ (of Person Delivering)

Title	Author	Running Time	# of Copies	Media Format

137

Do Not Write Below This Line

Continue on Other Side

Course:__________ Title:__________ Instructor:__________ Rec'd:______ By:_

Title	Author	Running Time	# of Copies	Media Format

INSTRUCTIONS FOR PUTTING AV MATERIALS ON RESERVE

Fill out reserve form.

Please be aware that the Audiovisual Center cannot put on reserve materials which have been copied off the air or from commercial tapes unless you have written permission. Please see University copyright policy for more details.

Materials should be put on reserve for the shortest periods of time possible. Include exact dates on reserve form.

AV Center films/videos put on reserve may be borrowed from the building for short periods of time for classroom showings. (We will not, of course, loan your personal copies.) Otherwise, all reserve materials are limited to AV Center use only.

If you are giving us your personal copies of videotapes, you must (for equipment booking purposes) give us the exact length in minutes of each videotape.

Because the Center's equipment is in heavy demand, if you are requiring that a large number of students view the same film/video, please ask us to arrange group showings in the Sinclair viewing room. It holds up to 40 people. We will handle the logistics. You may also suggest to students that they get together in groups of up to six to view materials in the Center. Students may reserve equipment and films/videos in advance. They must do so in person. Phone reservations are not accepted.

If you are asking us to dub cassette tapes to put on reserve, we will make two copies of your master for student use and keep your master on file during the semester in case we need to make additional copies. For audiocassettes it is the instructor's responsibility to establish a numbering system so that students can request tapes by number. Do not include titles on the reserve list.

If it would be helpful you may attach a course syllabus to your list.

We cannot accommodate sign up sheets for monitoring student use of reserve materials.

You must allow us three working days to process materials for reserve. Please do not send your students in before this time.

For Films/Videotapes

WONG AUDIOVISUAL CENTER
SINCLAIR LIBRARY
RESERVE LIST

Date __________
Taken by __________

Instructor __________ Last, First Course __________ Section __________

Dept. __________ Phone No. __________

Put materials on reserve for the shortest period possible. If you are providing your own videotapes you must indicate number of minutes for equipment booking purposes. Should we leave your personal materials on reserve next semester? Yes No

Item#	Title	Minutes	AVC Use R#
1)			
Inclusive dates needed			
2)			
Inclusive dates needed			
3)			
Inclusive dates needed			
4)			
Inclusive dates needed			
5)			
Inclusive dates needed			
6)			
Inclusive dates needed			
7)			
Inclusive dates needed			
8)			
Inclusive dates needed			
9)			
Inclusive dates needed			

For Audio Cassettes

WONG AUDIOVISUAL CENTER
SINCLAIR LIBRARY
RESERVE LIST

Date ____________

Taken by ____________

Instructor ______________________ Course ____________ Section ________
(Last, First)

Dept. ____________________ Phone No. ______________

May we keep masters in the AV Center? ______

Will these tapes be used in future semesters? ________ Specify semester __________

If so, indicate semester(s) ______________ Course ____________________

Instructor(s) ____

STUDENTS MUST REQUEST TAPES BY NUMBER. It is the instructor's responsibility to establish a numbering system. You may attach a syllabus, if that is helpful.

Tape Number(s)	

The copyright law of the United States (Title 17, United States code) governs the making of reproductions of copyrighted materials. Under certain conditions specified by the law, libraries and archives are allowed to furnish reproductions. One of these specified conditions is that the photocopy or reproduction is not to be used for "any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a reproduction for purposes in excess of "fair use," that person may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

I have read and understood the Copyright restrictions. Signature ______________________ Date ________

INDIANA UNIVERSITY

IUB Libraries

Media Services Department

Bloomington IN 47405 (812) 335-0100

RESERVE MEDIA POLICY

The Media Services Department will place on reserve audiovisual materials supplied by instructors. The department does not place audiovisual materials owned by the library on reserve. However, we will cross-reference materials in our own collection in the reserve catalog, so students may find all listings for a class in one location.

Reserve media must be used in the Media Center.

Only one item may be borrowed at one time.

There is no loan period. Users are encouraged to return items as soon as possible.

To place items on reserve, instructors must complete one course identification card and a blue request form for each item to be placed on reserve. The Media Supervisor handles the processing of all materials.

The library is not responsible for personal copies that are lost or damaged while on reserve in the Media Services Department.

For additional information, contact the Media Coordinator, Colleen Talty, or the Head, Media Services Department, Kristine Brancolini, at 855-1650 or on VAXMAIL GOLD::LIBMEDIA.

September 1989

IUB Libraries
Bloomington, IN 47405 (812) 855-0100

GUIDELINES FOR SUBMITTING PRINT AND NON-PRINT RESERVE REQUESTS

IU-B Reserve/Media Services, Main Library

The Reserve Collection in the Undergraduate Library consists of books, photocopies of journal articles, personal copies, copies of original manuscripts, and copies of student papers. Reserve Services cannot accept sample tests or problems and solution sets, but encourages instructors to place these in the IUSA Test File. The collection serves both undergraduate and graduate level courses in all disciplines. For a full description of reserve services, see the "Reserve Services Factsheet" available at the Main Library.

The Reserve Media Collection consists of personal copies of audio and video cassettes. These non-print materials are used in-house only. For a full description of media services, see the "Media Services Department Factsheet" available at the Main Library.

PLEASE FOLLOW THESE GUIDELINES WHEN SUBMITTING REQUESTS TO PLACE PRINT MATERIALS ON RESERVE.

I. Course identification information must be provided for each course that needs material on Reserve. The following should be given:
Instructor's name, department, course number, semester, class size, campus phone and address, and the desired removal date for the materials. (Course ID cards are available at the Reserve/Media Desk, by telephone 855-1650 or by VAXMAIL GOLD::LIBRSVP.)

II. A blue request form must be completed for each item to be placed on Reserve. One form suffices for multiple copies of the same title. The information needed includes L.C. Call number, edition, instructor's name, department, course number (e.g. Anthro E420), semester needed, loan length (3 hour, 1 day, 3 day), author, title of book or article, and complete journal citations for articles. Further instructions such as number of copies needed should also be included. (Request forms are available at the Reserve/Media Services Desk, or may be requested by telephone 855-1650 or on VAXMAIL GOLD::LIBRSVP.)

III. We strongly recommend a limit of 25 requests for any given course. Our use statistics indicate that this number is optimum to ensure use of the materials by students in most courses.

IV. Processing of material during the semester requires special handling. We recommend submitting reserve requests as soon as possible prior to the semester that the materials are needed. If rush or mid-semester changes or additions are needed, please consult a supervisor in Reserves.

V. Requests for photocopied articles require additional information on the request form:

A. A copyright release statement is necessary when submitting requests for photocopies of journal articles. The instructor teaching the course must sign and date a copyright release statement for each article, included on the last page of the blue request form.

B. Please indicate you preference for File A (open access to students, located in Reserve Room) or File B (closed, located behind Reserve/Media Services Desk). Only 2 copies per article are place in File B due to space limitations. Additional copies are automatically placed in File A.

C. If the Library is to make the photocopies of the article, it will pay for the first 20 pages of the first copy (single exposure, or 40 pages if double exposure is feasible), and the instructor's department will be charged for the remainder.

If a copy of the material cannot be located in the Main Library but is owned by one of the branch libraries, we will request it be charged to Reserves in UGL for the semester. If the material is unowned by Indiana University Libraries or if additional copies are needed, we will make every reasonable effort to acquire the material and through direct purchase of acquire photocopies of journal articles through interlibrary loan. While we will make every possible precaution for security of personal copies or manuscript materials, we cannot take responsibility for replacement if the item is missing or unreturned. Reserve staff will keep instructors informed about the status of reserve requests which have been lost, ordered, or need further verification.

PLEASE FOLLOW THESE GUIDELINES WHEN SUBMITTING REQUESTS TO PLACE NON-PRINT MATERIALS ON RESERVE

I. Course identification information must be provided for each course that needs non-print materials or reserve. The following should be given: instructor's name, department, course number, semester, class size, campus phone and address, and the desired removal date for the materials. (Course ID cards are available at the Reserve/Media Services Desk, by telephone 855-1650 or by VAXMAIL GOLD::LIBMEDIA.)

II. A blue request form must be completed for each item to be placed on reserve. One form suffices for multiple copies of the same title. The information needed includes instructor's name, department, course number, semester needed, specify if the cassette is audio or video and it's title (this information is to be completed in the author/title section of the request form.) [illegible]int materials on reserve are used in-house only - DO NOT fill out the loan length section. (Request forms are available at the Reserve/Media Services Desk, or may be requested by telephone 855-1650 or VAXMAIL GOLD::LIBMEDIA.)

For additional information or copies of reserve forms, please contact the reserve/media staff at the Reserve/Media Services Desk, by telephone 855-1650 or on VAXMAIL GOLD::LIBMEDIA.

August 1989

IOWA STATE UNIVERSITY

DATE: DECEMBER 11, 1989

TO: ALL TEACHING FACULTY

FROM: Mary Ellen Huls
Media Services Librarian
Parks Library Media Center
2 Library

RE: MEDIA RESERVE - TO INSURE AVAILABILITY OF MATERIALS FOR THE FIRST DAY OF SPRING SEMESTER, SUBMIT MEDIA RESERVE LISTS BY JANUARY 12, 1990.

All media materials which will be assigned or recommended to students must be placed on reserve **each semester**. All arrangements for Media Reserve should be made between 8:00 a.m.-5:00 p.m., Monday-Friday when full-time staff are available.

MEDIA MATERIAL PREVIOUSLY ON RESERVE

Call the Media Center (4-9373) to have Media Reserve lists reinstated or return the form on the back of this letter. Please do not use this form for book or journal reserve. Allow 24 hours to verify that materials are located at the Media Center and for materials to be listed. **Media reserve lists do not automatically carry over to the next semester;** you must call or return this form to have reserve lists continue. Due to limited shelving space, instructor-owned items not carried over will be returned to the instructor.

NEW MEDIA RESERVE MATERIALS

Library-owned: Items from the Media Center collection may be placed on reserve by calling the Media Center (4-9373). Depending on the number of items being placed on reserve, allow one to two days for materials to be listed. A delay may occur for audiocassettes if the title requested is checked out.

Instructor-owned: Instructor's copies of audiovisual materials may be placed on reserve by bringing the material in person to the Media Center during business hours. Only legally produced copies may be placed on reserve. The master copy of a videotape should not be placed on reserve; contact Media Center staff for information on obtaining copies. Allow one to two days for material to be listed; if copies are required allow two to three weeks.

Please allow sufficient time for all students to view a videotape. If a class will have a limited time to view a program, contact the Media Center to arrange viewing times. Two listening rooms, each seating twenty people, are available for class use. Instructors should reserve a listening room in advance of the time needed by phoning the Media Center (4-9373) during business hours.

The Media Center encourages faculty to place assigned or recommended material from the Media collection on reserve. Placing materials on reserve allows students and Media Center staff to quickly locate materials and will guarantee prompt replacement of damaged materials.

Thank you for your cooperation.

IOWA STATE UNIVERSITY
Parks Library Media Center

MEDIA RESERVE LIST: Spring Summer Fall **SEMESTER, 19__**

Instructor Name______________________ Course Title/Number______________

Campus Address____________________ Phone__________ Number in Class________

DO NOT USE THIS FORM TO PLACE BOOKS OR PERIODICALS ON RESERVE.

MEDIA TITLES:

NEW YORK UNIVERSITY

This Request Form is only for placing VIDEO Tapes on Reserve

BOBST LIBRARY
Avery Fisher Center for Music and Media

Second Floor - Tel. 998-2585

Date: ____________________

Professor's Name: ____

Department: ____

Semester: ________________

Dept. Address: ____

Dept. Telephone: ____

Course Title & No.. ____

Please give 24 hours notice before taking tapes OFF RESERVE.

BROADCAST STANDARD	TITLE	SPEED

PLEASE READ BEFORE SUBMITTING TAPES:

1. If your tape is not STANDARD PLAY*, you must notify AFC staff of the fact since the AFC has limited capability to accomodate Non-Standard Play tapes. Further, if an NTSC** Standard Play tape needs to be cued (because the material to be viewed is NOT at the beginning of the tape), your students will have to request a remote control deck in order to view the material.

2. If your tape is recorded using either the PAL or SECAM broadcast standards, you must inform AFC staff. In order for the AFC to place the tape on reserve, it must be recorded at Standard Play speed and the program must start at the beginning of the tape.

* STANDARD PLAY is the speed of commercially produced and duplicated tapes./ Consumer video decks can record at any of three speeds: SP (Standard Play) records two hours on a T-120 tape. LP and SLP are slower speeds which permit longer recording times on a T-120.

** NTSC is the broadcast standard used in the United States./ SECAM and PAL are broadcast standards used in Europe.

This Request Form is only for placing Audio Recordings on Reserve

BOBST LIBRARY
Avery Fisher Center for Music and Media

Second Floor - Tel. 998-2585
Date: ____________________
Professor's Name: ______________________________
Department: ______________________________
Semester: ________________
Dept. Address: ______________________________
Dept. Telephone: ______________________________
Course Title & No.. ______________________________
No. of Students ____________

COMPOSER	TITLE	CALL NO	Check here for extra copies

GUIDELINES FOR RESERVE REQUESTS

J. Henry Meyer Memorial Library

Early return of completed reserve list forms helps ensure the availability of material at the beginning of the quarter. Thank you for your cooperation. Since the reserve staff process over 6000 items per quarter, please place **ONLY REQUIRED MATERIAL** on reserve using the SUL-33 RESERVE LIST.

PLEASE TYPE OR PRINT LEGIBLY IN INK.

THANK YOU

Reserve Requests for SPRING QUARTER 1990 due March 1st 1990.

FOR ALL RESERVE REQUESTS. Please provide complete citations. Specify author, director, composer, title, editor, publisher, edition, version, date, journal title, volume, issue, page numbers, composer, performer, and record number as appropriate. Often entire issues of a library's journal cannot be placed on reserve because they are usually bound together with other issues.

PERSONAL COPIES AND PERSONAL PHOTOCOPIES. We are glad to place your own material on reserve. Please note that these personal copies will be targeted for security and will have card pockets attached inside the covers. The Reserve Unit can only bind personal photocopies up to 1/2" thick. Please supply binding with all items of greater thickness. We shall return personal copies to your department at quarter's end. The Library will not secure copyright for anthologies; you must obtain permission to have them placed on reserve.

EXAMS, PROBLEM SETS AND ANSWER KEYS. These items are placed on reserve for three years. Please indicate the quarter and year each exam was offered.

LECTURE TAPES AND VIDEO CASSETTES. These items should be taken to the Media Center on the first floor of Meyer Library. The SUL-33 form is available at the Media Center. We have equipment to play reel-to-reel and audio cassettes; video playback equipment is available for 3/4" and 1/2" VHS videocassettes (including those recorded abroad) and video discs. Material from the collections of the Media Center and Language Laboratory are available to be placed on reserve.

••• All material on reserve needs to comply with the U.S. Copyright Law.•••

A FEW SUGGESTIONS AND REMINDERS. 1) To maximize availability of material we recommend the 2 hour loan period. 2) Whole books are easier to handle on reserve than photocopied chapters or pages. 3) For each item you request, we obtain 1 copy per 25 students up to four copies. If you need more copies, then please discuss your needs with the Head of Reserves. 4) We shall notify you as soon as possible regarding UNAVAILABLE MATERIAL. We make every effort to get items on reserve in a timely manner, and we are glad to order requested items not held by the Libraries. Though we order items rush, it often takes four to six weeks for them to arrive unless they are available at the Bookstore.

SUBMIT YOUR RESERVE LIST TO: MEYER RESERVES, ROOM 210, MEYER LIBRARY. If possible please submit a copy of your course syllabus and bookstore requisition, which are helpful for our processing and ordering. OUR OFFICE HOURS are 8 am to 9 pm, Mon. Tues., Thurs., Fri., and 8 am to 6 pm, Wed. ENTRANCE CARDS ARE AVAILABLE. Please call 723-2201 if you have any questions.

SELECTED READINGS

SELECTED READING LIST

Agnew, G., Meneely, W.E., and Thaxton, L. (1989). "Faculty Audiovisual Materials Use and Collection Planning at Georgia State University." *Collection Management*, 11(1/2), 151-174.

Ahlsted, P.G., & Graham, P. (Eds.). (1985). "Media Collections and Services in Academic Libraries," [Special issue]. *Library Trends*, 34(1).

Curley, A., & Broderick, D. (1985). *Building Library Collections* (6th ed.). Metuchen, NJ: Scarecrow Press. See Chapter 7, The selector and nonbook materials.

"Guidelines for Audiovisual Services in Academic Libraries." (1987). *College and Research Libraries News*, 48, 533-536.

Katz, W. A. (1980). *Collection Development: the Selection of Materials for Libraries.* New York: Holt, Rinehart and Winston. See part 3, Selection of nonprint materials.

Whichard, M. (1985). "Collection Development and Nonprint Materials in Academic Libraries." *Library Trends*, 34, 37-66.